



MELANIE F. WILT

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EMPLOYMENT OPPORTUNITY

Position Title: Deputy Director
Location: Clark County Utilities
Supervisor: Director of Utilities
Salary Range: Starting annual salary \$93,000, dependent on qualifications and experience
Date Issued: August 2, 2022
Filing Deadline: Open Until Filled. First review of applications will begin August 16, 2022

Interested applicants should submit a letter of interest and a resume and a completed employment application. Applications are available at the Springview Government Center, Personnel Office, 3rd floor, 3130 E. Main St., Springfield, OH 45505 or online at <http://www.clarkcountyohio.gov>. Your letter of interest, resume and application should be emailed to hr@clarkcountyohio.gov, faxed to (937) 328-2486, mailed or delivered to Springview Government Center. Applicants needing accommodation in completing this application, please contact 937.521.2015.

Summary of Responsibilities:

The Deputy Director assists the Utilities Director with managing the business and technical operations of the Water and Wastewater Utility Systems to ensure the availability of safe, reliable, and affordable service to residential, commercial and industrial customers within the county; is responsible for directing and implementing all department construction projects including managing design, bid procurement, and construction management; and may also assist in oversight and directing the Solid Waste District.

Essential Functions:

Manages capital improvement projects; reviews engineering designs and cost estimates; assists with negotiation of construction contracts; ensures compliance with contract specifications; consults with Director, consulting engineers, contractors, vendors and others regarding progress and/or problems with construction projects; prepares project grant/funding applications; manages project funding including payment applications and required reports; acts as prevailing wage coordinator for construction projects; maintains construction project files.

Assists with supervision, direction, and evaluation of department and district staff: develops and oversees employee work schedules to ensure adequate coverage and control; compiles and reviews timesheets; approves/processes employee concerns and problems and counsels or disciplines as appropriate; completes employee performance appraisals; directs work; acts as a liaison between employees and management; and trains staff in operations, policies, and procedures.

Reviews/evaluates effectiveness of operations; provides in-house engineering and technical assistance to water and wastewater operations; confers with and implements improvements with staff; evaluates/updates laboratory standard operating procedures; advises on customer service improvements; advises on continuous quality improvement.

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Assists with budget related activities; assists with preparation of annual department and district budgets; provides information on past departmental budgets and expenditures for use in developing budget proposals; provides input to department regarding short and long-term goals; and monitors expenditures under the current budget.

Performs a variety of administrative and fiscal functions in support of department operations; reviews and submits Ohio EPA water and sewer monthly reports; reviews and approves department payroll; reviews and approves vendor and contractor invoices prior to payment.

Assists with negotiation and preparation of intergovernmental agreements for purchase or sale of water and sewer services; directs supervisors to implement changes when necessary in order to comply with water and sewer agreements.

Prepares/administers contracts; prepares and facilitates vendor contracts following county policies and procedures; prepares and submits commission resolutions for action related to contracts, payments, etc.; coordinates department legal issues with County Prosecutor's Office and Administration.

Helps maintain compliance with all applicable ordinances, laws, rules, regulations, standards, policies and procedures and initiates any action necessary to correct any deviations or violations; reads emails, manuals, memos, journals, online sources and attends trade seminars to keep informed of regulatory requirements and maintain OEPA compliance; monitors subordinates' water, sewer, and solid waste reports for compliance.

Processes a variety of documentation associated with department operations, within designated timeframes and per established procedures: receives and reviews various documentation, including cost estimates, water quality reports, lab results, timesheets, delinquency reports, accounting documents, construction payments, invoices, insurance claims, legal opinions, trade journals, equipment manuals, and others; reviews, completes, processes, forwards or retains as appropriate.

Prepares or completes various forms, reports, correspondence, and other documentation, including cost estimates, grant and loan applications, resolutions, project funding reports, construction project meeting minutes, contractor review reports, performance evaluations, data compilations, responses to Ohio EPA inquiries, bid documents, etc.; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review or modify data, utilizing Microsoft Word, PowerPoint, Excel, Access, POS, Manager Plus, AutoCAD, ARCGIS, word processing, spreadsheet, database, presentation, Internet, email, and financial record keeping software; and operates/maintains general office or other equipment as necessary to complete essential functions.

Communicates with elected and appointed officials, contractors, vendors, customers, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains a comprehensive, current knowledge and awareness of applicable laws, regulations, policies and procedures pertaining to water and wastewater utility systems; participates in continuing education activities; attends meetings, workshops and seminars for professional development and to maintain required licenses.

May function as Wastewater Class 3 Operator, Water Class 1 operator of record for department during personnel transitions.

Other duties may be required and assigned.

Minimum Requirements:

Bachelor's degree in civil engineering, environmental engineering, or related field. Possession of, or eligibility to obtain registration as Ohio Professional Engineer within 12 months of hire. Must possess and maintain an Ohio driver's license and automobile insurance. Class 3 Wastewater and Class 1 Water operator's licenses preferred. Ability to obtain at minimum, Class 2 wastewater license within two (2) years of hire.

Preferred Requirements:

Six (6) years' experience in public works and knowledge of Ohio solid waste laws and regulations.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Clark County is an Equal Opportunity/ADA Compliance Employer.

Clark County does not discriminate on the basis age, ancestry, color, disability, ethnicity, familial/marital status, gender identity, genetic information, language, military status, national origin, pregnancy, race, religion, sex, sexual orientation, socio-economic status.