

Water Resources Department

**WRD Maintenance Supervisor**

Classified, Non-Exempt

Pay Range A, \$21.36/hr

Full-Time Permanent

Monday - Friday, 7:30 - 3:30, Subject to Recall

120 Day Probationary Period

Completion of High School education or GED certification. Five years increasingly responsible experience in water/wastewater distribution/collections systems and treatment plant maintenance and repair. Prior supervisory experience desired. Must possess and maintain a Class A or Class B commercial Driver's License (CDL) and must have demonstrable experience in the operation of job-specific specialized equipment (eg., vactor truck, backhoe, etc.). Must have and maintain a Class II Water Distribution, Wastewater Collection, Water Treatment, or Wastewater Treatment Operator's License as issued by the Ohio Environmental Protection Agency. Must be enthusiastic, team oriented, and possess the leadership skills to work smoothly with all staff members and the general public. Must be able to understand, follow, and teach County safety procedures. Must be able to adapt to changing regulations and situations in order to maximize efficiency. This position involves exposure to extreme temperatures, loud noises, fumes and inclement weather. The work involves moderate lifting, pushing, pulling, crouching, stooping and bending. Work in close proximity to motorized equipment and tools. Requires normal vision and hearing acuity. Must be able to traverse rough terrain. Exposure to unfavorable health or safety conditions is frequently present. Must have and maintain a valid driver's license.

Provides functional supervision and assigns work to subordinate employees engaged in the maintenance of water/wastewater treatment plants and distribution/collections systems. Makes independent operational decisions. Representative duties include: Supervises subordinate employees engaged in distribution/collections systems and treatment plant operational and maintenance activities (i.e., plans and schedules work, assigns duties, provides direction, completes employee performance evaluations, initiates disciplinary action, signs and authorize absences). Maintains accurate records of work accomplished and other relevant information. Performs tasks necessary for successful accomplishment of work group goals. Evaluates functionality of applicable system for general integrity, serviceability, etc.

Reviews and interprets maps, plans, and GIS information. Evaluates and acts on activity based costing information and makes recommendations to improve department efficiency. Creates and implements customer service standard operating procedures (SOP's). Assists in development of work plans, using other input wherever appropriate. Utilizes G.I.S. and other maintenance management software to store and track work performance. Assists in preparing and tracking of budgetary data associated with department activities. May be required to operate a county vehicle in the performance of essential duties.

Prepares and manages materials and services contracts. Acts as liaison to outside contractors in provision of system maintenance. Reviews and responds to complaints taking appropriate action to resolve and recommend/or recommending corrective action to supervisor.

Conducts established training programs, safety techniques and equipment. May operate heavy equipment commensurate with specialized license. Serves as backup equipment operator on excavation projects.

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