

# Greene County Board of Commissioners

## Operations Manager

<b>SALARY</b>	\$37.63 - \$45.07 Hourly \$3,010.40 - \$3,605.60 Biweekly \$78,270.40 - \$93,745.60 Annually	<b>LOCATION</b>	Beavercreek, OH
<b>JOB TYPE</b>	Full Time	<b>JOB NUMBER</b>	24-00034
<b>DEPARTMENT</b>	Sanitary Engineering	<b>DIVISION</b>	Water Resource Reclamation Facilities
<b>OPENING DATE</b>	02/23/2024	<b>CLOSING DATE</b>	Continuous

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### Description

The second managerial level. It is a two level series which is differentiated based on the size and complexity of the operations to which it is assigned. This class works under administrative direction & requires extensive knowledge of management principles/techniques, supervisory principles/techniques & public relations in order to plan, direct & coordinate activities of complex programmatic area with medium to large employee group having different functions, & supervise multiple lower-level section supervisors.

**WORKING HOURS:** 7:00 a.m. - 3:30 p.m. (Monday - Friday)

### Duties/Responsibilities

**(These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Supervises subordinate staff; resolves conflicts; approves leave requests and overtime; maintains timecards; assigns and monitors staff work quality and adherence to policies & procedures; prioritizes daily work tasks to be performed by staff; advises employees regarding safety practices, department policies, procedures, OSHA regulations & County specifications; provides technical advice and guidance to staff; instructs staff on proper use of equipment; interprets and enforces policies and operating procedures; interviews perspective employees & makes recommendation for hiring; recommends disciplinary actions to division Manager; investigates and responds to complaints from customers and staff.

Inspects process units to ensure proper maintenance & optimum operating efficiency to satisfy regulations mandated by Federal & Ohio Environmental Protection Agencies (OEPA); inspects grounds & buildings to assess needs & assigns workforce to perform those tasks; performs site or plant inspections ensuring efficient and effective operations; troubleshoots plant equipment to spot problem areas & submits work orders to Manager; performs complex maintenance related to leaks, backflow preventers, meters and/or service lines; coordinates equipment maintenance and repair activities with other supervisors; checks the status and condition of County Vehicles, facilities and equipment in order to schedule repairs or preventative maintenance.

Participates in formulation of operating policies & procedures; confers with management personnel on major operational & personnel problems. Compiles, reviews, analyzes and/or records data from various sources (e.g., operator's input, laboratory analysis, process monitoring equipment, perceptual evaluation) to assess plant performance & necessary process changes; stores accumulated data in a readily-accessible manner; reports collected data to Manager; attends and participates in meetings related to area and/or projects.

Ensures, conducts, schedules and reinforces employee safety and related training; trains subordinate personnel in use of operation equipment, wastewater treatment theory to enhance their knowledge; attends mandatory training sessions to maintain current Ohio EPA certification. Serves as Operator of Record (OR) for one (1) or more water reclamation facilities.

Assists with division budgetary control; solicits materials cost estimates from vendors; prepares & submits operational estimates to division Manager for yearly budget preparation; requisitions, receives, stores & issues materials, supplies & equipment; maintains inventory control records; inventories and orders materials and supplies to include soliciting bids from vendors and contractors; inspects incoming stock & equipment to verify quantity, quality & adherence to specifications; prepares cost estimates and schedules for proposed projects.

Performs miscellaneous emergency duties to assist in maintaining services under all conditions; assists subordinates with operational duties when workload dictates; participates in supervisor meetings; facilitates monthly staff & safety meetings; attends various meetings for the purpose of gathering & disseminating information; performs duties of Manager during his/her absence.

Performs others duties of a similar nature or level as assigned.

## Minimum Qualifications

Completion of undergraduate core program in business or public administration, chemistry, biology or closely related area; 5 yrs. experience in the operation of a wastewater treatment plant; 36 mos. of progressively responsible managerial and supervisory experience; valid Ohio Driver's License.

-Or equivalent of Minimum Class Qualifications for Employment noted above may be substituted for the education and/or experience required. Education and Experience may not be substituted for mandated licensure/certification.

### **POSITION SPECIFIC MINIMUM QUALIFICATIONS:**

Current Ohio Class IV Wastewater Operator License.

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## Agency

Greene County Board of Commissioners

## Operations Manager Supplemental Questionnaire

### \*QUESTION 1

**County Driver Eligibility Standard: Do you have 3 or more moving violations in the past 3 years?**

Yes

No

### \*QUESTION 2

**County Driver Eligibility Standard: Do you have a suspended license?**

Yes

No

### \*QUESTION 3

**Do you have a current Ohio Class IV Wastewater Operator License?**

Yes

No

\* Required Question