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## Job Description

Job Description Holgate Village, Ohio is seeking a Water Superintendent / Village Manager. This is a full-time, salaried position with benefits.

The Water Superintendent / Village Manager is responsible for the administrative supervision over all departments and divisions of the Village. The Water Superintendent / Village Manager shall manage and control the Water Works, Wastewater Plan, or other similar public utilities. The Water Superintendent / Village Manager shall supervise the improvement, repairs, lighting and cleaning of all village streets, alleys, lands, parks, squares, sidewalks, sewers, drains, culverts, catch basins, curbs, streams, water courses, public buildings and places. In addition, the Water Superintendent / Village Manager shall be the purchasing agent for all Village offices, departments, divisions, boards and commissions and shall make all contracts, purchase supplies or materials, provide for all work of the Village.

### ESSENTIAL FUNCTIONS OF THE POSITION:

1. The Water Superintendent / Village Manager shall be responsible to the Mayor, Village Council for the administration of all Municipal affairs placed in Water Superintendent / Village Manager charge by the Mayor, Village Council.
2. Directs and supervises Village Staff; develops long-range planning regarding departmental operations and projects; develops policies and procedures; prepares reports and estimates for implementation and supervises the implementation of plans after approval; monitors and reports progress; recommends methods for improvement.
3. Governs operational needs; monitors work performance of employees; conducts performance evaluations; arranges supervision and training; interviews prospective applicants; administers disciplinary action as necessary; hears and resolves grievances; ensures work is in compliance with organizational and regulatory standards; enforces Village policies and procedures; administers activities of independent contractors.
4. Manages the Village's property and general liability insurance coverage (including updating coverage changes, corresponding with claimants, filing claims, etc.).
5. Analyzes departmental needs, assists the Finance Director with budget preparation, planning and forecasting; assists with preparation of capital improvements plan in conjunction with boards, committees and the Mayor; monitors budget and expenses; authorizes purchase orders.
6. Oversees the preparation of all contracts of the departments including construction, maintenance, rental agreements, mutual aid agreements, etc.
7. Governs facility and equipment maintenance plans; plans and recommends the improvement of facilities and/or equipment; oversees preventative maintenance and repair of facilities.
8. Perform other tasks as directed by the Mayor, Village Council, including but not limited to maintain village parks, storm sewer system, fixing water leaks, trees, alleyways, snow plowing, village streets and developing a plan for repaving of streets that are in need. Respond to requests for information from all public or private entities as required, prepare and file other reports, as required, by other public or private entities.
9. Oversee day to day operations at water plant and wastewater collection system. Must be able to generate and submit EPA reports electronically and in a timely manner. Working knowledge of various water and wastewater components including pumps, chemical feed systems, filter, storage tanks, distribution systems, collection systems, lift stations, fire hydrants and aerators.

10. Possesses excellent ability to communicate effectively with the Mayor, Council, Administration, Employees, Residents, Visitors, Boards, and Organizations.

EQUIPMENT OPERATED: Motor vehicle, computer and standard office equipment.

MINIMUM JOB REQUIREMENTS:

The minimum job requirements are:

- 1) Possess a Class 1 Water Treatment license for the State of Ohio
- 2) Possess a Class 1 Wastewater Treatment license for the State of Ohio
- 3) Have experience in water and wastewater sampling and testing
- 4) Live or willing to relocate within 25 miles of the village
- 5) at least 5 years of progressively responsible public management experience; or equivalent combination of education and experience.

This position is offered with a competitive compensation package. If interested, please send your resume and cover letter. For additional information about this job, please contact: Mayor Blake Tijerina,

327 Railway P.O. Box 217 Holgate OH 43527, 419-264-3612,

Job Type: Full-time

Pay: From \$30.00 per hour