



MONTGOMERY COUNTY
Department of Human Resources
451 West Third Street, 9th Floor
Dayton, OH 45422

<http://www.mcoho.org>

**INVITES APPLICATIONS FOR THE POSITION OF:
Water Quality Administrator**

An Equal Opportunity Employer

SALARY

\$66,768.00 - \$81,827.20 Annually

OPENING DATE: 10/22/21

CLOSING DATE: 11/18/21 11:59 PM

POSITION OVERVIEW:

Seasoned professional in all aspects of water supply and quality under the general direction of the Field Services Assistant Director, requiring thorough knowledge in water supply and quality in order to research, plan, organize and direct activities related to the operation of Montgomery County's public water systems and their components; strategizes, recommends, implements, and ensures compliance with water quality standards and regulations; plans, schedules, supervises and reviews the work of professional and technical staff; guides and mentors staff through computerized management systems and related processes; responds to unplanned facility shutdowns and other significant operational problems as appropriate; recommends material and equipment needs, monitors and controls program expenditures after budget adoption; represents the County at water industry professional meetings and acts as a representative with governmental and regulatory agencies, private firms, and industry groups on regional water quality agency issues; prepares a variety of technical and administrative reports and procedures related to the operation of water supply and quality programs and/or assets

SUMMARY OF JOB DUTIES

Directs the continuous operation of water supply, quality, and sample collection operations to ensure adequate safe and potable water supply; directs continuous inspection, maintenance, and locating of water supply assets, including pump stations, storage facilities, and distribution and collection mains; orders chemicals, maintains inventory; monitors, reviews, and recommends SCADA system needs; directs investigations and resolution of water quality issues, makes recommendations regarding the extent of water quality concerns or improvements, implements water quality changes; monitors the performance of water suppliers to ensure compliance with the water contract, oversees purchased water supplies to ensure appropriate pumping and an adequate, safe and potable water supply, refers contract performance issues to the Field Services Assistant Director; consults with department water lab personnel to ensure proper delivery and analysis of collected water quality samples; researches, updates and implements new regulatory requirements in relation to the Ohio Administrative Code (OAC) and Environmental Protection Agency (EPA) requirements; responds to and coordinates the resolution of significant operational problems such as unplanned facility shutdowns, chemical overdosing, water quality investigations, major asset failures, potential violation of drinking water standards or discharges (spills) and/or other emergency conditions; escorts EPA Inspectors on inspections, explaining the water system and its operational capabilities, details of the water supply emergency operations plan, makes

required corrections according to inspection findings, updates, and annually exercises the emergency operations to meet regulatory requirements; reviews and approves monthly regulatory and operations reports for submittal; (i.e., CMMS service request and work orders, operator reports, back flow prevention reports, operational chemical reports such as chlorine, fluoride, phosphate and conductivity readings, water flow, pressure and usage); Interviews, hires, supervises and evaluates Water Supply Operators, utility locators, and assigned personnel; reviews water system engineering studies with emphasis on optimizing water supply and water quality control processes; initiates and directs special studies and investigations to improve and maintain water quality and production performance; reviews and provides input and direction to the work of consultants; identifies major maintenance needs, prepares, and recommends preliminary unit budget, and monitors approved budget, works with purchasing according to County and departmental guidelines to obtain approved equipment, directs staff in regard to public inquiries/complaints, setting up temporary water supplies; coordinates system maintenance with fire departments, represent Montgomery County as an Operator of record as defined by the Ohio Environmental Protection Agency.

(Performs Related Duties As Required)

MINIMUM QUALIFICATIONS AND REQUIREMENTS

Must have current valid Ohio driver's license with acceptable driving record, equivalent to Bachelor's of Science degree (Engineering, Chemistry, Biology, or Environmental Science); with an Ohio Class II Water Supply Operator certification. Five (5) years of related experience in Water Supply or Water Quality operations, including 4 years supervisory experience.

-OR must have Ohio Class II Operator of Water Supply certification, equivalent to high school diploma: eight (8) years of experience in Water Supply or quality operations, including four (4) years supervisory experience.

SUPPLEMENTAL INFORMATION

Must be able to provide own transportation.

Must obtain Backflow certification within three (3) years of hire

Must maintain certification and licensure.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.mcoho.org>

OR

451 West Third Street, 9th Floor
Dayton, OH 45422

Job #04441

WATER QUALITY ADMINISTRATOR
CF

Water Quality Administrator Supplemental Questionnaire

- * 1. Do you have a valid driver's license?
 Yes No
- * 2. What is the highest level of education you have achieved?
 High School
 Associates
 Bachelors
 Masters
- * 3. Do you have at least 4 years of supervisory experience?
 Yes No
- * 4. Do you hold an Ohio Class II Water Supply Operator certification?
 Yes No
- * 5. How many years of experience do you have in water supply or water quality operations?
 None
 5 years or less
 5-8 years
 More than 8 years * Required Question