



1319 Third Street NW
New Philadelphia, OH 44663
Phone (330) 343-6647 or toll free (877) 363-8500
mburley@mwcd.org mmahaffey@mwcd.org

POSITION POSTING

- Date:** August 22, 2023
- Position:** Utilities Supervisor
- Department:** Engineering
- Reporting**
- Location:** Atwood Water Treatment Plant
- Classification:** Full Time
- FLSA Status:** Non-exempt
- Salary Range:** \$21.36- \$28.90 per hour (or rate commensurate with qualifications and experience)
- Hours:** 40 hours per week
- Safety Sensitive:** Yes
- Supervisor:** Deputy Chief – Reservoir Maintenance/Infrastructure (*Doug Little*)
- Job Summary:** Responsible for the operation and maintenance of MWCD water and wastewater systems and the supervision of employees performing utility functions. Provides input on the design of new water and wastewater facilities or improvement projects. Responsible for all water and wastewater testing, drinking water supply systems and wastewater systems of the MWCD.
- Essential Duties:** Responsible for the operation and maintenance of MWCD water and wastewater systems, including but not limited to treatment facilities, wastewater collection systems, water distribution systems, sewage lift stations, backflow devices, and water wells. Assists in performing routine maintenance or repairs of water and wastewater systems, treatment plants and related components, and may operate drinking water and wastewater systems as needed. Supervises all utilities staff, including interviewing, training, payroll review and approval, conducting performance reviews, administering discipline, or making recommendations for same. Provides training and technical assistance to staff, writes and posts schedules and issues daily work assignments. Receives after hours calls and determines the need to call out subordinate staff for overtime. Attends regular meetings and communicates with immediate supervisor, engineering staff, park management and other MWCD staff to coordinate, plan, direct and complete utilities projects throughout the MWCD. Occasionally attends meetings with marina operators, cottage site residents and park guests to resolve concerns and complaints and to aid in the performance of responsibilities. Meets with Ohio EPA inspectors and others when viewing MWCD facilities. Works with the Lead Utilities Technician and Lead Utilities Operator to prioritize and plan the maintenance and operational needs of the MWCD water and wastewater systems. Performs and/or oversees troubleshooting and repairs to water and wastewater lines, pumps, motors, or other equipment, and electrical/control wiring as needed. Reviews field conditions for underground utility line repairs, contacts OUPS, prepares work plan for repair. Obtains quotes and coordinates the hiring of contractors for smaller projects not being completed by MWCD staff. Responsible for purchasing of materials, supplies and equipment for operation, maintenance, and/or project needs within the spending authority limits for the position. Responsible for utilities inventory and collection of information to support annual utilities billings. Ensures all work is completed in a safe manner in compliance with all local, state and federal codes and guidelines. Ensures that assigned staff is following applicable safety rules and regulations. Ensures that there is a competent person on excavation projects or serves as the competent person on excavation projects as necessary. Collects and monitors water samples from water wells, water treatment plants, wastewater treatment systems and other sources as required by law and MWCD rules and regulations; including transport of samples for testing. Maintains appropriate laboratory certifications from the Ohio EPA. Attends regular meetings and communicates with the Ohio Environmental Protection Agency (OEPA), state and local health departments and other government organizations as needed to obtain information, communicate testing results, meet with inspectors, etc. Maintains and repairs water quality testing equipment. Conducts periodic inspections on completed work performed by assigned staff and utility work performed by outside contractors on projects for adherence to plans, applicable codes and regulations, and



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quality of work. Informs supervisor of progress and/or issues. Maintains services and repairs equipment when necessary and maintains service records.

Qualifications: High school diploma and five years of experience working in or with water and/or wastewater facilities operation and maintenance is required. Must possess Ohio EPA Class II wastewater and Class III water licenses. In addition, a working knowledge of plumbing, preparation of chemical solutions, wiring, and mechanical systems is beneficial. Must possess a driver's license valid in the State of Ohio. Must be insurable by MWCD fleet insurance. Operational experience with water quality testing equipment, hydraulic cranes, various power tools and construction equipment is desirable.

Other Requirements: Must work outdoors in various weather conditions. Heavy lifting is required. The individual holding this position can be called 24 hours a day to handle an emergency. Infrequent emergency work on evenings, weekends, and out-of-town travel and overtime may be required. Occasional work on scaffolds, ladders, roofs, and in confined spaces is required. Obtaining continuing education and certification in water and wastewater treatment and distribution/collection systems may be required. Work in the water distribution, sewage collection and treatment facilities is potentially hazardous. Considerable driving to sites during work hours is also required. Basic knowledge and ability to carry out routine equipment maintenance is important as well as the ability to repair equipment and vehicles. While performing the duties of this job, the employee is regularly required to stand. The employee frequently is required to walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, lie down or crawl; and talk or hear. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions. The employee is occasionally exposed to moving mechanical parts; high, precarious places; outside weather conditions; and risk of electrical shock. The noise level in the work environment is occasionally loud.

Deadline: 9/13/2023

Application URL: <https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=77955&clientkey=C4E2290B0C356D79FA5B3E10F7754D4F>