



# PORTAGE COUNTY

## POSITION AVAILABLE

### OPEN TO EMPLOYEES AND THE GENERAL PUBLIC

JOB TITLE:	Regional Wastewater Superintendent
POSTING DATE:	Thursday, June 11, 2020
CLOSING DATE:	Until Filled

DEPARTMENT: Water Resources  
ADDRESS: 8116 Infirmary Road, Ravenna, Ohio 44266  
APPOINTING AUTHORITY: Portage County Board of Commissioners  
HOURLY WAGE: \$25.78 - \$31.08/hour

#### MINIMUM QUALIFICATIONS:

High school education or G.E.D., five years experience in wastewater treatment systems, and an Ohio Class III Wastewater License. Experience in a supervisory position in a union environment preferred. Must have a valid Ohio Driver's license. An Ohio Class B CDL preferred.

#### JOB DESCRIPTION:

Incumbent is responsible for operation of the Division wastewater treatment plants and ensuring the treatment of wastewater meets all NPDES limits as required by the Ohio Environmental Protection Agency. Supervise and direct all phases of wastewater collection, treatment plant operations and bio-solids processing and disposal. Supervise and coordinate activities of personnel engaged in the operations and maintenance of wastewater treatment facilities. Evaluate system performance; ensure optimum operating efficiency; advise and schedule operators pertaining to required plant operations, repairs, maintenance or adjustments. Review daily logs and assure appropriate tasks have been performed by operators in the facility. Maintain inventory of maintenance materials, supplies and repair parts by initiating requisitions for purchase. Ensure all treatment processes meet all Ohio EPA, PERRP and Federal NPDES Permit requirements. Diagnose operational problems and take responsible action to correct problems. Train operators and other personnel in proper plant operation, operation of equipment; all safety practices and departmental procedures. Respond to inquiries and resolve customer complaints. Maintain and execute contingency plans as required. Maintain facility operations within budgetary constraints. Prepare and file maintenance records and regulatory reports as required.

#### HOW TO APPLY:

- THE COUNTY APPLICATION FORM IS REQUIRED WHEN APPLYING FOR THIS POSITION.
- APPLICATIONS CAN BE DOWNLOADED FROM THE COUNTY WEBSITE: [www.co.portage.oh.us](http://www.co.portage.oh.us)
- APPLICATIONS CAN BE FAXED, EMAILED, OR MAILED:

**PORTAGE COUNTY HUMAN RESOURCES**  
449 S. MERIDIAN STREET, 7th FLOOR  
RAVENNA, OHIO 44266  
EMAIL: [HRD@PORTAGECO.COM](mailto:HRD@PORTAGECO.COM)  
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PORTAGE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER (EOE)