Employment Posting

Village of Wellington

Water Superintendent

The Village of Wellington is seeking applicants for the position of **Superintendent of Water**. This position will be responsible for providing the security and potability of the Village's drinking water supply in compliance with all State and Federal Regulations and to assure that adequate operations are completed to provide for drinking water quality and performing work in the operation and maintenance of the water treatment plant including, but not limited to; supervision of water operators, the operation of motors, pumps, screens, electric stand-by generators, chemical feed and monitoring equipment, Supervisory Control and Data Acquisition (SCADA) systems, housekeeping, and any other ancillary equipment as needed. The position is also responsible for creating and implementing long range planning, emergency and contingency planning is all related infrastructure and programming.

Minimum Qualifications: High school diploma or equivalent. Valid Ohio Driver's License. Ohio Class III Water Supply Operator's License. Must be able to obtain an Laboratory Wet Chemistry and Microbiology Lab Certification withing one year and must possess working knowledge of all water distribution system components, including, but not limited to storage tanks, pipe, valves, fittings, repair equipment, and leak detection.

A competitive rate of pay, benefits and OPERS retirement is offered for this position.

Application and job description may be obtained online at www.villageofwellington.com or at the Village Town Hall, 115 Willard Memorial Square, 3rd Floor. Applications must be return to Village of Wellington, Attn: Barbara Murray, 115 Willard Memorial Square, Wellington, Ohio 44090. Applications will be accepted for position until filled.

The Village of Wellington is an EEO/AA employer.

Job Title:	Superintendent of Water
Position Type:	FLSA, Non-exempt, Fulltime, Year-Round
Appointment Dates:	Employment at Will
Appointing Authority:	Village Manager
Pay Grade:	C

JOB OVERVIEW AND PURPOSE

The Superintendent of Water is responsible for the operation, maintenance, supervision and performance of the Water Department and its related systems, at the direction of the Village Manager.

SUPERVISION

The Superintendent of Water is under the direct supervision of the Village Manager and supervises the work of the water operators, the day-to-day operation of the water plant, testing lab, chemicals inventory, distribution systems, storage systems, and all related infrastructure and programming.

ESSENTIAL JOB FUNCTIONS AND DUTIES

1. Provide for the security, quality, potability and effective/efficient distribution of the Village Drinking Water supply.

2. Follow the directives of the Village Manager and abide by policies set forth in Village of Wellington Personnel Policy Manual.

3. Assure that appropriate monitoring and operations are completed to provide for drinking water quality and compliance with State and Federal Regulations.

4. Assure that adequate operations and maintenance are performed to guarantee continuity of service.

5. Provide for adequate supply of water for fire suppression throughout the Village Water System.

6. Exercise responsible authority over all other departmental staff. Act as “person in responsible charge” of facilities and systems (per OEPA).

7. Implements all applicable OSHA safety standards that pertain to safety programs and safety BMP’s at all times, in all work areas; develops safety procedures and standards, rules and regulations, enforces the same; conducts safety meetings and inspections, coordinates with the Human Resource staff as necessary.

8. Supervises backflow/cross connection and related programs to comply with EPA standards.

9. Supervises operation of laboratory, runs samples, ensures procedures and results comply with EPA and local standards.

10. Monitors status of system, inspects facilities, and identifies areas requiring attention; directs employees to make appropriate operating changes.

11. Analyzes and evaluates methods of operation, procedures, and equipment and materials to be utilized; recommends and/or initiates changes.

12. Determines priorities; schedules methods of operation and procedures to be followed; initiates and/or recommends appropriate action.

13. Creates short-term and long-term goals for the department, in conformity with the village-wide goals and directives of the Village Manager's Office.

14. Prepares and/or supervises the preparation of Ohio EPA and local operating reports to comply with local and legal requirements.

15. Prepare and submit all required departmental updates to the Village Manager. Attends department directors' meetings as required.

16. Prepare operational, capital and all related budgetary recommendations with applicable documentation for the Water Treatment Plant & System.

17. Controls expenditures and ensures spending remains within limits and resources are being utilized both efficiently & effectively.

18. Supervises and coordinates work on major projects to insure specifications are met, acceptable materials are utilized, safe work practices are being followed, and the project is completed in a timely fashion.

19. Prepares bids, specifications, and work orders needed to justify requests and/or actions, provide information; evaluates bids, presents bid results, and recommends vendors.

20. Reviews manpower needs, recommends staffing levels, changes in classification and compensation, interviews job applicants, recommends appropriate action.

21. Supervises assigned personnel, sets objectives, assigns tasks and projects, provides guidance and periodically monitors work performance, may inspect on completion.

22. Conducts or oversees new employee orientation and directs on-the-job training of all employees; designs and administers training programs regarding operation and maintenance of the plant, lab, and distribution systems.

23. Completes performance appraisal on employees, provides guidance, direction and counseling in an effort to improve performance, sets objectives; recommends and administers corrective discipline as necessary; maintains appropriate record of same.

24. Conducts periodic meetings with employees to share information, get ideas and feedback, plan for future projects, needs of the department and build a team environment.

25. Reviews customer water complaints and problems; recommends and/or initiates solutions.

26. Attends seminars, workshops, and training sessions to remain knowledgeable and current in industry standards and various areas specialization.

27. Performs all other related duties as assigned by the Village Manager.

EDUCATION

High School Diploma or equivalent, supplemented with industry specific training (i.e. Water Chemistry background coursework). Strongly prefer a minimum of 5 years of experience in municipal water treatment systems and a minimum of 2 years of applicable supervisory experience. Must possess high degree of computer and software literacy, and water systems understanding.

SPECIAL CERTIFICATES, REGISTRATIONS, LICENSES REQUIREMENTS

1. Must possess and maintain a Class III OEPA Water Supply Operator's Certificate.
2. Must possess and maintain a valid State of Ohio driver's license and remain insurable in accordance with the Village's vehicle insurance policy.
3. Operator lab certification is desirable but not required.

KNOWLEDGE, SKILLS, AND ABILITIES

1. Computer literacy.
2. Proficiency in Word and Excel software applications.
3. Understanding of electric motor and pump operations.
4. Experience in equipment maintenance.
5. Familiarity and proficiency with SCADA systems (Supervisory Control and Data Acquisition).
6. Knowledge of water distribution and system dynamics.
7. Familiarity with OEPA protocols and requirements.
8. Familiarity with Water Chemistry and relevant microbiology.

PHYSICAL/MENTAL REQUIREMENTS

Standard office equipment is utilized routinely on the job, and work is performed both in a typical office environment with adequate lighting, ventilation and temperature controls and in the field, where the employee may be exposed to extreme conditions of weather, sound, odor and other unpleasant conditions and hazards.

ENVIRONMENTAL CONDITIONS AND SAFETY CONCERNS

Work around hazardous conditions and equipment. Must observe safety concerns and direct others to be working in a safe environment.

VILLAGE OF WELLINGTON

An Equal Opportunity Employer

APPLICATION FOR EMPLOYMENT

NOTICE: APPLICATIONS FOR EMPLOYMENT WILL BE CONSIDERED FOR A PERIOD OF NINETY (90) DAYS FROM THE DATE OF SUBMISSION. IT IS THE APPLICANT'S RESPONSIBILITY TO RESUBMIT ANOTHER APPLICATION IN ORDER TO RECEIVE CONSIDERATION FOR AN OPENING AFTER THE NINETY (90) DAY PERIOD.

PLEASE TYPE OR PRINT RESPONSES TO ALL OF THE QUESTIONS CONTAINED ON THE ENTIRE APPLICATION FORM.

Position Sought: _____

Last Name: _____ First Name: _____ Middle Initial: _____

Home Address: _____

City/State/Zip Code: _____

Home Phone: _____

Social Security Number: _____

Are you an Adult, legally emancipated, or otherwise legally eligible to work in the State of Ohio?

Yes: _____ No: _____

EMPLOYMENTHISTORY AND WORK EXPERIENCE

IN THIS SECTION, LIST ALL EMPLOYMENT HISTORY AND WORK EXPERIENCE IN DATE ORDER, INCLUDING MILITARY EXPERIENCE. BEGIN WITH YOUR CURRENT EMPLOYER. USE ADDITIONAL PAPER IF NECESSARY. FAILURE TO INCLUDE ALL EMPLOYMENT MAY BE GROUNDS FOR DISQUALIFICATION.

Current Employer: _____

(Enter "None" if unemployed)

May we contact your current employer prior to employment by the Village? Yes: _____ No: _____

Address: _____

City/State/Zip Code: _____

Phone: _____

Dates Employed – From: _____ To: _____

Job Title: _____ Supervisor Name: _____

Beginning Salary: _____ Ending Salary: _____

Describe your duties, responsibilities, equipment operated, promotions, etc.

_____

_____

_____

Why do you want to leave? _____

Previous Employer: _____

Address: _____

City/State/Zip Code: _____

Phone: _____

Dates Employed – From: _____ To: _____

Job Title: _____ Supervisor Name: _____

Beginning Salary: _____ Ending Salary: _____

Describe your duties, responsibilities, equipment operated, promotions, etc.

_____

_____

_____

Why did you leave? _____

Previous Employer: _____

Address: _____

City/State/Zip Code: _____

Phone: _____

Dates Employed – From: _____ To: _____

Job Title: _____ Supervisor Name: _____

Beginning Salary: _____ Ending Salary: _____

Describe your duties, responsibilities, equipment operated, promotions, etc.

_____

_____

_____

Why did you leave? _____

Previous Employer: _____

Address: _____

City/State/Zip Code: _____

Phone: _____

Dates Employed – From: _____ To: _____

Job Title: _____ Supervisor Name: _____

Beginning Salary: _____ Ending Salary: _____

Describe your duties, responsibilities, equipment operated, promotions, etc.

_____

_____

_____

Why did you leave? _____

IF YOU NEED TO LIST ANY ADITIONAL PREVIOUS EMPLOYERS, PLEASE USE A BLANK SHEET OF PAPER TO DO SO.

EDUCATION AND TRAINING

THIS SECTION IS INTENDED TO GIVE THE VILLAGE INFORMATION ABOUT THE EDUCATION AND TRAINING THAT THE APPLICANT HAS COMPLETED, AND TO DEMONSTRATE THE SKILLS, KNOWLEDGE AND ABILITIES OF THE APPLICANT TO PERFORM THE JOB DUTIES OF THE POSITION.

High School attended: _____

Address: _____

Did you graduate? _____ High School Equivalent? _____

Courses pertaining to job applied for: _____

_____

Activities, awards, achievements, etc., related to the position applied for: _____

_____

College or Trade School attended: _____

Address: _____

Dates of Attendance – From: _____ To: _____

Did you graduate? _____ Degree: _____

Courses pertaining to job applied for: _____

_____

Activities, awards, achievements, etc., related to the position applied for: _____

_____

Graduate School attended: _____

Address: _____

Dates of attendance – From: _____ To: _____

Did you graduate? _____ Degree: _____

Courses pertaining to job applied for: _____

_____

Activities, awards, achievements, etc., related to the position applied for: _____

_____

PLEASE USE THE FOLLOWING SPACE TO PRIVIDE ANY FURTHER INFORMATION ON TRAINING, EDUCATION, SKILLS, ABILITIES HOBBIES, VOLUNTEER WORK, ETC., THAT YOU POSSESS OR HAVE EXPERIENCED THAT MAY BE HELPFUL IN THE EVALUATION OF YOUR APPLICATION.

_____

_____

_____

PERSONAL INFORMATION

Do you have any commitments (i.e., second job, school, etc.) which might interfere with, or adversely affect, your employment should we select you for a position?

Yes: _____ No: _____

If yes, please explain: _____

_____

Are you legally permitted to work in the United States?

Yes: _____ No: _____

PLEASE LIST THREE (3) REFERENCES WHO ARE NOT RELATED TO YOU THAT YOU HAVE KNOWN FOR AT LEAST ONE (1) YEAR.

Name: _____

Address: _____

Phone: _____

Name: _____

Address: _____

Phone: _____

Name: _____

Address: _____

Phone: _____

PLEASE ANSWER THE FOLLOWING QUESTIONS IF THEY ARE APPLICABLE TO THE POSITION FOR WHICH YOU ARE APPLYING.

Do you possess a valid State of Ohio Driver's License? Yes _____ No_____

If no, can you obtain one prior to employment? Yes _____ No_____

Do you possess a valid State of Ohio Commercial Driver's Licenses? Yes _____ No_____

If yes, what Class of License? Yes _____ No_____

What CDL Endorsements? Yes _____ No_____

If no, can you obtain the proper class of commercial Driver's License and Endorsements for the position you are applying for prior to employment?

Yes _____ No_____

PLEASE READ EACH OF THE FOLLOWING PARAGRAPHS CAREFULLY, INDICATE YOUR UNDERSTANDING OF, AND CONSENT TO, THE CONTENTS AND CONDITIONS OF EACH BY PLACING YOUR INITIALS AT THE END OF EACH PARAGRAPH. IF YOU HAVE ANY QUESTIONS REGARDING ONE OR MORE PARAGRAPHS, CONTACT THE VILLAGE BEFORE INITIALING.

1. I understand and accept that if I am selected for employment, my employment may be conditioned upon my passing any medical/psychological examination that the Village deems necessary to determine whether I can perform the essential functions of the position, with reasonable accommodation when necessary. I understand and accept that this may include drug, alcohol, or substance abuse testing.

   Initials: _____

2. I understand and accept that given the duties and responsibilities of the Village, I may be required to work weekends, evening hours, or at other times as determined by the Village, including overtime hours.

   Initials: _____

3. I understand and accept that it may be necessary for me to sign any waivers necessary to allow the Village to obtain information from my current and former employers, schools and personal references.

   Initials: _____

4. I understand and accept that if any information required in this application is found to be falsified or intentionally excluded, my application may be disqualified from further consideration. I further understand and accept that if I am employed by the Village, I may be subject to disciplinary action, including termination, if any information required by this application has been falsified or intentionally excluded.

I solemnly swear that all of the information furnished in this employment application is true, accurate and complete to the best of my knowledge. I authorize investigation of all statements contained in this application. I recognize that my future employment with the Village will be jeopardized if I engage in substance abuse, illegal drug use, or alcohol use.

_____ _____

Applicant's Signature Date

REFERENCE LIABILITY RELEASE

Name: _____

Address: _____

Social Security Number: _____

In connection with my application for employment with the Village of Wellington, and by affixing my signature hereto, I am authorizing the release of any and all information, to be made available to the Village, concerning my work habits, employment record, and personal conduct and character, including any confidential or privileged information which may be available.

Additionally, I release from all liability and claim of damages the Village of Wellington and any agency, firm, organization, or individual providing such information to the Village. Further, it is understood that all the personal information complied as a result of this release shall be used for the exclusive purpose of evaluating my candidacy for employment with the Village of Wellington.

Signed: _____

Date: _____

EEO DATE: VOLUNTARY DISCLOSURE FORM

Regulations of the Equal Employment Opportunity Commission (EEOC) require Villages to compile data regarding the nature and makeup of their work forces in order to further the goals of Title VII of the Civil Rights Act of 1964, as amended. Your responses to the following questions will help the Village comply with this requirement. Completion of this questionnaire is entirely voluntary on your part. Should you opt to complete the questionnaire, your responses will be sued by the Village solely for the purposes of preparing the reports required by the EEOC. Your response will be kept confidential and will play no part in the Village's evaluation of your employment performance or status of your treatment as an employee. The completed questionnaire will be kept separate from your personnel file.

Name (Optional): _____

Age: _____ Sex: _____

Racial and ethnic categories:

White (not of Hispanic origin) _____

Black (not of Hispanic origin) _____

Hispanic _____

Asian or Pacific Islander _____

American Indian or Alaskan Native _____

Handicapped/Disabled _____

Classification/job for which you are applying: _____

Date: _____

NOTE: This form is to be maintained separately from the application form.