

Village Of Willshire

315 State Street, PO Box 110, Willshire, Ohio
419-495-2704 | vofwillshire@gmail.com

Amos Stauffer Jr., Mayor

Jodi Berry, Fiscal Officer

Water Superintendent Job Description

Qualifications:

Class 1 Water Plant Operators Certification from the State of Ohio preferred or willing to obtain within 3 years of employment.

Class 1 wastewater Operators Certification from the State of Ohio within 3 years of employment or willing to obtain within 3 years of employment in addition to obtaining laboratory certification.

General Description:

The Water Superintendent position is a full-time position responsible for the production of potable drinking water and proper sewage sanitation services exhibiting qualities which meet or surpass the minimum standards set forth by the Clean Water Act under the specifications of the Ohio Environmental Protection Agency and the United States Environmental Protection Agency, applicable to the operation of both the water and sewage treatment facilities.

The Water Superintendent also is responsible for the maintenance of all required records and the submission of said records to the proper reporting agency.

The Water Superintendent will be directly responsible for all operational tests at the water treatment facilities and must see that all required testing which is beyond the capabilities of his plant laboratory are submitted to a qualified laboratory within the required time period. Records of all testing must be maintained at the water plant facility for the required time periods as required under the Clean Water Act or applicable statute.

The Water Superintendent will be responsible for maintaining the appearance and cleanly operation of both the water and sewage plant facilities, which includes but is not limited to the following: basic janitorial services and general equipment maintenance as well as serving as the project manager for any maintenance operations beyond the capabilities of the employee handled by outside sources. Common projects coordinated by the Water Superintendent are water line repair projects.

General maintenance completed by the Water Superintendent includes but is not limited to such items as cleaning, lubrication, required painting of the treatment basin, filters, proportional pumps, high service pumps, low service pumps and valves, and customer meter service. Maintenance of the village water meters also is the sole responsibility of the Water Superintendent. It is a requirement for all village meters to be read on a regular monthly basis by a date established by the Fiscal Officer. Also, all customer water connections and shut offs are handled by the Water Superintendent.

Salary and expected working hours are established in partnership with the Mayor and Village Council. Bi-annual job performance is reviewed collaboratively by the Mayor and Village Council.

Small Town, Big Heart

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Interested candidates should send a letter of interest, resume, and a copy of all applicable certifications to Amos Stauffer, Mayor at vofwillshire@gmail.com or mail materials to or may drop them off in the Village Office by February 6, 2021.

Please call the village office at 419-495-2704 or the mayor at 567-510-7124 if you have any questions or would like more information.

Thank you for your interest in the posted position.

Small Town, Big Heart