

## Greene County Board of Commissioners

# Wastewater Treatment Plant Operations Supervisor

<b>SALARY</b>	\$26.52 - \$29.96 Hourly \$2,121.60 - \$2,396.80 Biweekly \$55,161.60 - \$62,316.80 Annually	<b>LOCATION</b>	Beavercreek, OH
<b>JOB TYPE</b>	Full Time	<b>JOB NUMBER</b>	24-00063
<b>DEPARTMENT</b>	Sanitary Engineering	<b>DIVISION</b>	Water Resource Reclamation Facilities
<b>OPENING DATE</b>	04/03/2024	<b>CLOSING DATE</b>	Continuous

## Description

The supervisory class works under general direction and requires through knowledge of the departmental programs, procedures and policies, supervisory theories and principles; safety procedures; equipment operation; applicable regulations, codes, and laws, related maintenance techniques; budget process and practices; to supervise a wide variety of maintenance activities.

**WORKING HOURS:** 7:00 a.m. - 3:30 p.m. (Monday - Friday)

**The following supplemental pay is added to the base for the following licenses:**

Ohio Class III Wastewater Certification: \$0.75/hr

## Duties/Responsibilities

**(These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Supervises subordinate staff; resolves conflicts; assigns and monitors staff work quality and adherence to policies & procedures; prioritizes daily work tasks to be performed by staff; advises employees regarding safety practices, department policies, procedures, OSHA regulations & County specifications; provides technical advice and guidance to staff; instructs staff on proper use of equipment; interprets and enforces policies and operating procedures; interviews perspective employees & makes recommendation for hiring; recommends disciplinary actions to Plant Manager; investigates and responds to complaints from customers and staff.

Inspects process units to ensure proper maintenance & optimum operating efficiency to satisfy regulations mandated by Federal & Ohio Environmental Protection Agencies (OEPA); inspects grounds & buildings to assess needs & assigns workforce to perform those tasks; performs site or plant inspections ensuring efficient and effective operations; troubleshoots plant equipment to spot problem areas & submits work orders to Manager; coordinates equipment maintenance and repair activities with other supervisors; checks the status and condition of County Vehicles, facilities and equipment in order to schedule repairs or preventative maintenance.

Participates in formulation of operating policies & procedures; confers with management personnel on major operational & personnel problems. Compiles, reviews, analyzes and/or records data from various sources (e.g., operator's input, laboratory analysis, process monitoring equipment, perceptual evaluation) to assess plant performance & necessary process changes; stores accumulated data in a readily-accessible manner; reports collected data to Manager; attends and participates in meetings related to area and/or projects.

Ensures, conducts, schedules and reinforces employee safety and related training; trains subordinate personnel in use of operation equipment, wastewater treatment theory to enhance their knowledge; attends mandatory training sessions to maintain current Ohio EPA certification.

Performs miscellaneous emergency duties to assist in maintaining services under all conditions; assists subordinates with operational duties when workload dictates; participates in supervisor meetings; facilitates monthly staff & safety meetings; attends various meetings for the purpose of gathering & disseminating information; performs duties of Manager during his/her absence. Acts as duty operator; meets requirements for Operator of Record (OR) for Treatment Plant and Collection system when necessary.

Maintains all logs and reports pertaining to the current Section 3745-7-09 of the Ohio Administrative Code (OAC); conducts or assists with tours of facilities for civic, school or professional groups.

Performs others duties of a similar nature or level as assigned.

## **Minimum Qualifications**

Completion of core course work for Bachelor's degree in business administration, chemistry, biology or related field; 4 yrs. experience in the operation of a wastewater treatment plant; 24 mos. supervisory experience; valid Ohio Driver's License.

**-Or** equivalent of Minimum Class Qualifications for Employment noted above may be substituted for the education and/or experience required. Education and Experience may not be substituted for mandated licensure/certification.

### **POSITION SPECIFIC MINIMUM QUALIFICATIONS:**

Current Ohio Class III Wastewater Operator License.

### **CERTIFICATION REQUIREMENTS:**

Ohio Class IV Wastewater Operator License\*

\*Must be obtained within 3 years of promotion or employment and maintained.

## **Supplemental Information**

### **UNUSUAL WORKING CONDITIONS:**

Predictable and regular attendance is required.

Travel may be required.

Climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, driving, grasping, feeling, talking, hearing, seeing and repetitive motions.

Exert up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

### **DRUG-FREE WORKPLACE**

While Ohio has approved medical and recreational marijuana, the law does not require employers to permit or accommodate an employee's use, possession, or distribution of marijuana. Greene County is a drug-free workplace. Employees are required to comply with all applicable local, state, and federal laws regarding drug-free workplaces and while working for the County, will be required to follow the County's drug-free workplace policy. Employees cannot work under the influence of, purchase, transfer, sell, manufacture, deliver, dispense, use, or possess illegal drugs, alcohol, marijuana (medical or recreational), or misuse/abuse prescription drugs in any way.

## Agency

Greene County Board of Commissioners

## Wastewater Treatment Plant Operations Supervisor Supplemental Questionnaire

### \*QUESTION 1

**County Driver Eligibility Standard: Do you have 3 or more moving violations in the past 3 years?**

Yes

No

### \*QUESTION 2

**County Driver Eligibility Standard: Do you have a suspended license?**

Yes

No

### \*QUESTION 3

**This position requires a Class IV Wastewater Operator's license be obtained within 3 years of hire or promotion. If you do not currently possess a Class IV license, are you willing and able to obtain one?**

Yes

No

\* Required Question