

**Village of Byesville**

**Water Superintendent**

**Posting Date: 12/19/2017**

**Expires 1/18/2017 or until position is filled**

**Position: Water Superintendent**

**Department: Administration**

**Status: Permanent Full-time**

**Position: Non-Bargaining Unit**

**Compensation Class: Utility worker, plus Supervisor, plus license incentive**

**Direct Supervisor: Village Administrator**

**Summary**

Oversee and direct the operation, construction, and maintenance of the Village's water treatment facility and distribution system.

**Essential Duties and Responsibilities**

- Plan, direct, and oversee operations of the water treatment facility and distribution system
- Oversee the construction, completion, and maintenance of the distribution system and appurtenances.
- Oversee, direct, and supervise water treatment and distribution personnel.
- Assist and work with the Village Administrator to assess current and future projects in the water treatment facility and distribution system.
- Develop, review, and implement operations and procedures with regard to standards as set forth by the OEPA.
- Develop, review and implement work and safety procedures and operations necessary for the protection of Village personnel and public.
- Oversee and supervise departmental expenses
- Evaluate and work with the Village Administrator to assess cost savings opportunities.
- Supervise the activities of the team leaders and utility workers
- Prepare and conduct annual employee performance evaluations
- Assist the Administrator with personnel issues.
- Resolve worker grievances, and forward unsettled grievances to the Village Administrator.
- Work cooperatively with operators to provide consumers with a quality product.
- Work cooperatively with other Village personnel including the; Waste Water Superintendent, and Village Payment Clerks.
- Assist in the repair, and maintenance of the Water Treatment Facility as necessary

- Prepare departmental reports as necessary and as assigned by the Village Administrator
- Record and prepare daily and monthly reports as required by the OEPA.
- Respond to citizens' complaints and questions.
- Must be available for emergency call outs
- Assist the other Village departments when necessary
- All other duties as assigned by the Village Administrator

### **Education/Experience**

- High School Diploma or GED equivalent
- A minimum of 5 years prior experience in water treatment, and operations

### **Skills Abilities**

- Ability to effectively manage, supervise, and oversee the water treatment process and personnel.
- Ability to interpret and implement treatment methods
- Ability to read and interpret operating and maintenance instructions and procedures.
- Ability to read and interpret engineering drawings and specifications relating to water facilities and appurtenances.
- Ability to effectively manage time, equipment, and personnel to assure the timely completion of assigned responsibilities.
- Ability to motivate and lead personnel under your supervision.
- Ability to follow standardized routines and apply standardized solutions to recurring situations. Ability to understand and follow verbal instructions and detailed written procedures and instructions. Ability to interpret and apply established rules, regulations, policies and procedures. Ability to ensure the routine and continuous operation of the WTP and initiate appropriate corrective action in the event of accident or equipment failure. Ability to utilize computers.

### **Special Requirements and Licenses**

- Class D drivers license with a good driving record.
- OEPA Class III Certified Water Treatment Operators license

### **Working conditions and Physical Demands**

Must be able to lift 50 lbs from waist to shoulders, 40 lbs overhead, and carry 50 lbs 40 feet consistently. The ability to work in temperatures exceeding 90F degrees and below 32F degrees. Working in the presence of pollen, dust, dirt, mud, poisonous insects, and plants. Position requires consistent standing, walking, and driving.

## **Equipment**

Work shall be performed with tools, appliances, and equipment approved by the Village, and agencies or bodies that have control, authority or approval over the design, working ranges or limitations of the items specified below. The employee has the responsibility to conform to those ranges and limitations.

- Vehicles
  - ½ - ¾ ton pickup trucks
- Miscellaneous
- Computer, telephone, fax machine, pumps, motors, wells, acid tank, hand tools, power tools, test equipment, and special utility equipment.

## **Wages and Compensation**

Status: Administration, "At Will", Full-time, Monday – Friday 7:00 am to 3:30 pm, and emergency call outs.

Compensation: As set forth by Village Ordinance

Benefits: Eligible for all benefits conferred upon all fulltime employees, per the current and future CBA.

Probationary Period is 120 days

## **Resume & References**

Please send a resume and references to:

Village Administrator  
PO Box 8  
Byesville, OH 43723

Questions please call 740-685-0800 EXT 1001