



POSITION AVAILABLE:

Water Resources Operations Manager

POSTING DATE: Wednesday, December 21, 2022
DEADLINE TO APPLY: Open until filled

DEPARTMENT: Portage County Water Resources
LOCATION: Ravenna, OH

SALARY RANGE: \$71,676 - \$107,473/yr. (\$34.46 - \$51.67/hr.)
FLSA STATUS: Classified, Exempt

JOB OBJECTIVES:

Under the supervision of the Director, incumbent is responsible for managing the Operations Division of the Department including drinking water plants, distribution systems, wastewater plants and wastewater collection systems.

MINIMUM QUALIFICATIONS:

Bachelor's in engineering, environmental science, or related field and five years of supervisory experience in drinking water and/or wastewater systems or, in lieu of bachelor's degree completion of HS diploma or equivalent and ten years of supervisory experience in drinking water and/or wastewater systems. Possession of an Ohio Water Operator License and/or Wastewater Operator License preferred. Must have a valid Ohio Driver's license and maintain eligibility under County driver eligibility standards.

EXAMPLE OF DUTIES:

Supervise, schedule, assign work and direct the Operations Division Supervisors and their subordinates. Oversee and monitor all phases of the Operations Division. Ensure the treatment processes and operations meet all Ohio EPA and Federal NPDES Permit Requirements, and Regulations. Manage record keeping programs, computer programs, EPA/government agency report preparation and submittals. Plan and implement permanent and capital improvements with other Divisions and consulting services. Oversee and assist in the long-term development of PCWR water systems. Prepare reports and annual budgets. Manage the preparation of EPA reports, internal violation reports, compliance forms, logs, and other materials as required. Develop and administer programs, policies, and procedures for the Operations Division of PCWR. Prepare special reports for Director and County Administrator/Commissioners. Keep current in area of responsibility by attending training, skill development seminars, conferences, and agency meetings.

HOW TO APPLY:

- **THE COUNTY APPLICATION FORM IS REQUIRED** WHEN APPLYING FOR THIS POSITION.
- APPLICATIONS CAN BE DOWNLOADED FROM THE COUNTY WEBSITE:
<https://www.portagecounty-oh.gov/human-resources/pages/job-opportunities>
- APPLICATIONS CAN BE FAXED, EMAILED OR MAILED:

PORTAGE COUNTY HUMAN RESOURCES
449 S. MERIDIAN STREET, 7th Floor
RAVENNA, OHIO 44266
EMAIL: HRD@PORTAGECO.COM / FAX: 330-298-4225

PORTAGE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER (EOE)