

PORTAGE COUNTY
Water Resources Department

TITLE: Sanitary Engineer / Water Resources Director

JOB OBJECTIVES: Incumbent is responsible for overseeing the operations, maintenance, repair and construction improvements of the department which consists of three water plants, eleven wastewater plants, and approximately fifty employees. Plan and organize departmental goals and objectives, direct budgeting and financial planning. Supervise several subordinate managers and supervisors that carry out the day-to-day work.

ESSENTIAL JOB FUNCTIONS:

- Direct, coordinate and evaluate all phases of the operations of the county's affiliated water and wastewater utilities.
- Carry out supervisory responsibilities in accordance with county's policies and applicable laws. Responsibilities include interviewing, hiring, training, assigning and directing work, performance appraisal, discipline, addressing complaints and resolve problems, providing interpretation of County policies, procedures, rules and laws.
- Address training needs.
- Oversee development and implementation of budget; operate within budgetary constraints with effort to reduce costs and increase efficiencies.
- Implements programs requiring multi-year time periods, through complex decision-making process involving extensive research and coordination.
- Perform strategic planning, implement programs requiring multi-year time periods, formulate and set department policy.
- Identify trends and problem areas; develop and implement solutions, resolves operational conflicts.
- Review facility plans, reports, and construction plans for water and sewage improvements; submits to Board of Commissioners and to OHIO EPA for approval; oversee construction of all projects.
- Conduct contract negotiations with other municipal entities, bulk users and consultants.
- Recommend water and sewage rate increases with approval by the Board of Commissioners.
- Research and recommend funding sources available through State and Federal grants.
- Participate in grievances, labor negotiations, mediation and arbitration activities.
- Direct implementation of safety programs, procedures and accident prevention strategies in accordance with the State of Ohio Public Employment Risk Reduction Program.
- Oversee water security planning and emergency response.

NON-ESSENTIAL JOB FUNCTIONS:

Performs related Essential and Non-Essential functions as needed.

I. JOB REQUIREMENTS

Equipment: Incumbent uses the following equipment: personal computer, printer, fax machine, copier, telephone, and calculator.

Critical Skills/Expertise:

- Comprehensive knowledge of the following: principals and practices of water resources: water distribution, reclamation and treatment; water quality management and planning; wastewater and storm water management; operational requirements for water and wastewater facilities; and public health and welfare requirements.
- Knowledge of customer and support services such as Environmental Laboratory testing and maintenance.
- Thorough knowledge of state, federal and local regulations governing the operations of water distribution, wastewater collection and treatment, including Sections 6117.01 through 6117.99 and Sections 6103.1 through 6103.99 of the Ohio Revised Code.
- Communicate effectively in oral and written form and make persuasive presentations on controversial or complex topics to employee and public groups and/or boards.
- Ability to read, analyze and interpret common scientific and technical journals, financial reports and legal documents.
- Develop strong relationships with elected, appointed and other officials in public and private agencies.
- Analyze difficult and complex issues and exercise sound judgment in arriving at conclusions and making recommendations for action.
- Provide leadership and vision in a safe and environmentally responsible manner.
- Ability to make appropriate and prudent decisions in a timely manner regarding personnel issues, application of regulations, and financial considerations.
- Knowledge of personal computer operations and software (word processing, spreadsheet).

Job Standards: Bachelor's degree in mechanical, chemical, environmental or civil engineering, water resources, or related field, with preferably a Master's degree in Public Administration, Business or Engineering or a related field. Five years of progressively responsible and significant experience in a publicly funded comparable water and sewer organization, including at least three years of management and supervisory experience in a union environment. Must possess a valid State of Ohio Professional Engineer's license. Must possess a valid Ohio driver's license and maintain continuing eligibility under the existing County driver eligibility standards.

II. DIFFICULTY OF WORK

The Director is accountable for all aspects of the Water Resources operations, including engineering and design, construction, permitting, treatment operations, environmental control, planning, and administration. The Director directly and indirectly supervises approximately 50 subordinates. The Director is responsible for aiding the Board of Commissioners in creating and implementing an annual budget for the Water Resources Department. This includes direct oversight of daily expenditures as well as regular communication with the Board of Commissioners regarding budgetary status. Recognizing potential budgetary and operation problems and providing advice to the commissioners regarding possible solutions in a timely manner is essential. Responsibilities also include long- and short-term planning, policy formulation, program implementation, day-to-day problem solving, team management, interface with internal and external government officials and marketing the services of Portage County Water Resources.

III. RESPONSIBILITY

The Director directly and indirectly supervises approximately 50 subordinates. Incumbent makes most decisions regarding work independently. Errors in work could result in non-compliance with laws or policies governing public health and welfare, and in possible law suits, etc.

IV. IMPACT

The position exists primarily to implement policies and procedures to ensure a superiorly functional water and wastewater management system through the application of strategic and tactical decision-making skills, establishment and implementation of system supportive policies and procedures, strict compliance with applicable State and Federal laws, and willing and prompt compliance with Portage County Board of Commissioners' mandates and suggestions. Decisions made by the Director directly affect the people of Portage County, a part of Summit County, contractors, bankers, the legislative body to which he/she reports, and all personnel under his/her direction. The highest-level decisions made by the Director determine whether an area receives water and sewer services.

V. PERSONAL WORK RELATIONSHIPS

The Director has contact with the Portage County Board of Commissioners, Regional Planning Commissioners, mayors, township trustees, state auditors, contractors, professional engineers, the Ohio EPA, union representatives, co-workers and subordinates, various service and civic organizations, media and the general public of Portage County.

VI. PHYSICAL EFFORT AND WORK ENVIRONMENT

Physical

Requirements: Incumbent performs sedentary work which may require lifting up to fifteen (15) pounds occasionally.

Physical Activity: Incumbent performs the following physical activities: talking, hearing, walking, standing, bending, driving and carrying light items.

Visual Activity: Incumbent performs work where the seeing job is close to the eyes.

Job Location: Incumbent works inside with no exposure to adverse environmental conditions.
