

DIRECTOR OF PUBLIC UTILITIES

Under the general direction of the Safety Service Director, the Director of Public Utilities administers and manages all aspects of the City of Mount Vernon Water and Wastewater Utility. This includes the four major divisions:

- Water Treatment Plant
- Distribution and Collection
- Wastewater Treatment Plant
- Customer Service and Billing

DUTIES, AND RESPONSIBILITIES:

Manages and supervises all personnel and operations of the Water and Wastewater Utility.

Directly oversees the work of the division supervisors (Plant Chief Operators, Utility Operations Foreman, Laboratory Technician/Pretreatment Coordinator, and Administrator of WWW office and Customer Service).

Monitors the operating budget for the Department to ensure that expenditures for all products, services, and facilities are within the budget allotted.

Annually prepares a budget proposal for the upcoming year to be submitted to the City Administration and subsequently to City Council for final approval.

Effectively deals with the general public working to resolve concerns and complaints. Works to develop an effective relationship between the department divisions and the public.

Provide solutions to difficult technical problems, answer technical inquiries from Mayor, Safety Service Director, City Council, and citizens.

Manages work and develops short and long-range projects and goals for the department. Sets up priorities and plans for completion of repairs and maintenance of all water and wastewater facilities.

Responsible for ensuring that the department complies with all applicable rules and regulations of the U.S and the Ohio Environmental Protection Agency and assists with legal issues concerning this compliance.

Effectively manages the water and wastewater operations and ensures that all facilities are maintained in proper order.

MINIMUM QUALIFICATIONS:

OEPA Class III certification in Water or Wastewater; 5 years of supervisory experience in a utility

Preferred Qualifications - Dual OEPA Class III certification in Water and Wastewater or OPEA Class IV Wastewater certification.

EXPERIENCE:

Six years of progressively responsible experience in the operation and maintenance of wastewater and water treatment plants preferred.

Four years at a supervisory level is required.

OTHER:

Must have excellent English-speaking skills.

Valid Ohio driver's license with a good driving record.

Computer skills and knowledge of software programs such as Microsoft Word, PowerPoint, CMMS(Computerized Maintenance Management System), and SCADA(Systems Control and Data Acquisition System).

Must have excellent vision (or correctable) and distinguish between colors.

Must have good hearing ability (or correctable).

ADDITIONAL KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of materials, methods, practices, and equipment used in, and the operating and maintenance practices of, a modern computerized wastewater and water treatment operation.

Knowledge of administrative and modern computerized office management techniques as applied to the operation and management of a large wastewater and water treatment operation.

Knowledge of ordinances, rules, and regulations governing the treatment and discharge of wastewater and water treatment under State and EPA regulations.

Knowledge of management principles and practices, including management by objectives, personnel selection, goal setting and program budgeting.

Skilled at effective supervisory practices and motivational techniques. Ability to organize, supervise and inspect the work of employees engaged in the operation and maintenance of treatment plants. Skilled at working cooperatively with other City employees and the public.

Skilled at observing, comparing, or monitoring data to determine compliance with prescribed operating standards.

Ability to direct work in the repair and maintenance of plant equipment and facilities.

Ability to supervise others.

BENEFITS:

The City of Mount Vernon permanent, full-time employees and their eligible dependents become eligible for comprehensive health benefits on the first day of the month following 30 days of employment. Health benefits include hospitalization, outpatient services, prescription coverage, dental coverage, and group life insurance.

Time off benefits includes paid vacation (88 hours after 1 year), paid holidays, 24 hours of personal time, and paid sick leave.

Ohio Public Employee Deferred Compensation Program

Ohio Public Employee Retirement System

Agency

City of Mount Vernon

Address

Mt Vernon, OH 43050, USA