

Job Description:	<b>ASSISTANT DIRECTOR OF PUBLIC UTILITIES</b>	Job Number <b>420</b>
FLSA Status:	Exempt / Classified	Approved: 03/07/2019
Reports to:	Director of Public Utilities	Revised: 1-27-2021

**Function of Job**

Administers and manages the operation, maintenance, and repair and future planning for the Mount Vernon Water and Wastewater Utilities including the Water Treatment Plant Operations, Wastewater Treatment Plant Operations, Metering, Water Distribution System—including Pumping stations, reservoir and elevated tanks and Wastewater Collection System—including lift stations and related facilities. Shares duties with other Assistant Directors. Works and coordinates with other Departments.

**Characteristic duties and responsibilities**

1. Meets with the Director of Public Utilities and Utilities Commission for the purpose of planning future water and wastewater services and distribution/collection needs and to resolve any problems that have developed in those areas.
2. Manages all employees engaged in the Utilities.
3. Oversees the assignment of duties and work schedules for all employees and approves overtime.
4. Assembles information, which will assist in recommending water and wastewater rates to the Mayor, Safety-Service Director, Director of Public Utilities and City Council.
5. Assists in the office and records functions of the Water and Wastewater Treatment and Distribution/Collection Operations.
6. Manages preparation for Utilities maintenance programs.
7. Oversees all purchases for supplies and equipment in accordance with established guidelines and procedures. Reviews account balances prior to purchases.
8. Other related duties as required.
9. Work safely without presenting a direct threat to self or others and to have knowledge of and compliance with OSHA regulations connected with job responsibilities.
10. Attend City Council, Utility Board and Water and Wastewater Commission Meetings.
11. Responsible to coordinate and/or assist the response to utility emergencies.

**Supervision Given and Received**

Supervision is received from the Director of Public Utilities. Shall supervise and be responsible for oral and written instructions to Distribution/Collection and Meter Departments. Coordinates as needed with other departments.

**Minimum Acceptable Qualifications**

1. Must have a valid Ohio Drivers License or the ability to obtain one.
2. Must have appropriate State certification required by OEPA to supervise the local Distribution and Collection system, Water Plant or Wastewater Plant and serve as Operator of Record for the Distribution and Collection system Water and Wastewater Plant as required for the specific position.
3. Must possess a knowledge of the principals of modern Water Treatment, Wastewater Treatment Water Distribution and Wastewater Collection.
4. A self-motivated, honest and trustworthy individual that has the ability to establish and maintain effective working relationships with supervisor and other personnel.
5. Ability to plan and supervise the work of others.
6. Ability to manage multiple projects and/or assignments.
7. Ability to establish and meet deadlines.
8. Ability to maintain records and prepare reports.
9. Effective oral and written communication skills.

**Applicants should submit their cover letter and resume to Denise Johnson at [djohnson@mountvernonohio.org](mailto:djohnson@mountvernonohio.org)**