

JOB OPPORTUNITY #2311
To be posted from Friday, July 29, 2022 until filled

Position: **Operations Manager**
Department: Water Resources
Job Code: 2311
Pay Grade: WR12 (Administrative Exemption from Overtime)

Definition: Under general supervision from the Sanitary Engineer, is responsible for managing, planning, coordinating and supervising work related to field operations in the department, and the maintenance of water and wastewater systems; perform related duties as required.

Typical Examples of Duties & Percentage of Time:

- 25% - 30% Supervises skilled, semi-skilled and unskilled workers engaged in tasks related to the maintenance of water and wastewater systems; Interviews employees; Makes recommendations as to hiring, discipline, compensation of employees; Evaluates employee performance; Trains and/or instructs personnel; Enforces safety policies and procedures

- 20% - 25% Assists in the review and approval of projects; Inspects water and waste water systems and facilities; Determines the most appropriate method of maintenance &/or repair

- 20% - 25% Plans and coordinates work assignments; Sets priorities; Establishes maintenance, repair and replacement policies and procedures; Estimates time, materials and labor costs for specific jobs; Coordinates projects and assignment among operations, maintenance and the laboratory

- 11% - 20% Maintains tool control and inventory of supplies and equipment; Reviews and approves requisition of equipment, materials and supplies

- 5% - 10% Maintains job records; Prepares reports of work performed by outside contractors and employees;

- 0% - 5% May perform maintenance tasks;

Knowledge, Skills and Abilities:

Knowledge of (1) supervisory and management techniques; (2) operation and maintenance practices for water and wastewater systems; (3) laboratory methods and procedures; (4) department and applicable Ohio EPA rules and regulations; departmental safety and OSHA policies and procedures; (5) high school geometry

Skill in (6) the use of modern computer software programs and equipment

Ability to (7) exercises discretion and independent judgment with respect to matters of significance; (8) follow and issue verbal and written instructions; (9) read engineering drawings; (10) understand mechanical procedures (11) establish and maintain effective working relationships with co-workers,

contractors and the general public; (12) prepare meaningful, concise and accurate reports; (13) maintain a variety of records; (14) complete safety training as required by federal, state and local standards; (15) to calculate fractions, decimals and percentages; (16) read and write common vocabulary

Suggested Training and Experience Requirements:

High school diploma or equivalent; Must possess a Ohio Wastewater Operator II license and Ohio Water Operator I license; Must hold and maintain a valid State of Ohio drivers license and commercial driver's license and acceptable driving record.

Additional Requirements:

Must pass (test negative) pre-employment drug test.

May work flexible schedule.

Must possess valid Ohio Drivers license and maintain acceptable driving record.

May drive personal vehicle for county business.

Is subject to inside and outside environmental conditions.

Require vision (which may be corrected) to read small print.

May be required to attend periodic evening meetings and/or to travel within and out of the county to attend meetings.

Please submit your application and resume to the Geauga County Commissioners, 12611 Ravenwood Drive, Chardon, OH 44024 Attention: HR Administrator #2311. Details at <https://co.geauga.oh.us/Notices/Jobs>