



Job Posting

JOB TITLE & DESCRIPTION

DIRECTOR – WATER & SEWER UTILITY

FULL-TIME minimum 40 Hours per week PART-TIME between _____ hours per week

JOB LOCATION: 6455 TAYLOR RD. BLACKLICK, OH 43004

Under Board Members direction, is responsible for the management of both the Operations and Administrative Departments of the Jefferson Water & Sewer District. Performs related duties as required including, but not limited to, the examples listed below:

Listed below are examples of job duties and responsibilities:

- ◆ Responsible for short-term and long-term planning, directs and reviews the preparation and presentation of all financial documents, capital improvement plans, construction and material specifications and standard drawings, policy and procedure amendments, funding applications, and oversees the infrastructure and facility improvements, asset management program, and the records and documentation retention program;
- ◆ Directs the personnel responsible for the design, construction, operation and maintenance of water supply and treatment facilities, water distribution system, watershed properties and water research laboratory;
- ◆ Directs and reviews staff and vendors engaged in the preparation of preliminary plans, cost estimates, and construction projects inspections; continually looks for ways to make improvements that will save money without compromising the integrity of the system;
- ◆ Acts as district representative in supervising and coordinating the performance of consultants and/or contractors on facility and infrastructure improvement projects;
- ◆ Oversees the preparation and review of associated legal, financial, and engineering documents;
- ◆ Coordinates and performs as lead presenter at district public information meetings;
- ◆ Keeps the Board Members informed of operational problems and policy development; reviews and approves contracts, work orders, and changes in plans, designs and specifications, reviews and recommends to the Board resolutions to customer complaints;
- ◆ Facilitates coordination between operations and administrative departments;
- ◆ Directs the personnel responsible for customer service, billing services, meter reading and repair, accounts payable and receivables;
- ◆ Directs all personnel and labor matters including selection and appraisal of personnel, and disciplinary actions;
- ◆ Directs and reviews the preparation of district correspondence and the personnel responsible for the information technology;
- ◆ Represents the Board Members at public meetings and conferences; participates in appropriate professional activities to remain current with developments impacting the Jefferson Water & Sewer District;
- ◆ Additional duties and support as required.

DUTIES REQUIRING GENERAL SKILLS, KNOWLEDGE & ABILITY

Working knowledge of water plant equipment, laboratory techniques, and State and Federal Water Regulations; working knowledge of OSHA, PERRP and EPA regulations as they pertain to water treatment and equipment maintenance; considerable knowledge of administrative practices, budgeting principles and practices, management and supervisory principles and practices, maintenance programs, asset management, GIS, and SCADA. The ability to plan and supervise various complex projects, communicate effectively in writing and verbally, follow oral and written directions, prepare and maintain reports, operate a personal computer and related software and the ability to develop and maintain effective working relationships with others.

MINIMUM REQUIREMENTS

Five (5) years of management experience; management in public administration or utility related industry preferred. Possession of a valid motor vehicle operator's license. Master's degree or higher, or an Operator 2 or higher is preferred and may serve towards management experience requirement.

WAGE/SALARY RANGE: \$84,651 - \$118,340 [EXEMPT]

BENEFITS

- ◆ Vacation and sick-leave accrual
- ◆ Healthcare, Life Insurance and Accidental Death & Dismemberment, Vision, Dental, Long-Term Disability
- ◆ Public Employment Retirement
- ◆ Paid Holidays
- ◆ Tuition Reimbursement
- ◆ Performance-For-Pay bonus program

APPLICATION DEADLINE: N/A

HOW TO APPLY

Email or mail your cover letter, resume and a completed JWSD Employment Application [*application located on website*] so that the district may keep your information on file. Please include on the Employment Application the best phone number and/or email to contact you.

CONTACT INFORMATION: Mark Williams (614) 864-0740 X204 mwilliams@jwsd.org