



DELAWARE COUNTY BOARD OF COMMISSIONERS
AN EQUAL OPPORTUNITY EMPLOYER

Job Title:	Operations Superintendent	Posting Dates:	
Department/Address:	Delaware County Regional Sewer District (DCRSD)	Position Type:	Full Time
Typical Work Schedule:	Varies	Pay Range:	
Contact Information:	740/833-2120	FLSA:	Exempt
How to apply:	http://www.co.delaware.oh.us/hr/index.asp		

Objectives

Individual is responsible for directing the operation and maintenance of all county wastewater treatment facilities and appurtenances. Individual reports to the Director of Environmental Services.

Job Standards

Bachelor's degree in civil engineering, chemistry, biology or related field; or high school diploma or equivalent, combined with a minimum of 10 years experience in the wastewater field preferred.

Must have minimum of five years Wastewater Plant Management experience and be an Ohio EPA Certified Class IV Wastewater Operator.

Employee must have a valid Ohio Driver's License, Commercial Driver's License class B with necessary endorsements or ability to obtain class B with necessary endorsements within 12 months, and an acceptable driving record. Must meet and maintain qualifications for driving on County business at all times, including insurability

All required licenses and certificates must be maintained as a condition of continued employment.

Job Description

ESSENTIAL JOB FUNCTIONS:

- Demonstrates regular and predictable attendance;
- Demonstrates a comprehensive and professional knowledge of wastewater treatment; governmental policies and procedures; and federal, state and local environmental and safety rules and regulations;
- Supervises, coordinates and reviews the activities of the Assistant Operations Superintendent by means of conferences, written directives, and review of reports of the Pre-treatment Program.
- Supervises, coordinates and reviews the operational activities of the Operations Managers by means of conferences, written directives, review of reports and observation of facility operations; analyzes data reporting plant efficiency and orders necessary changes in operation;
- Supervises, coordinates and reviews the maintenance and collections activities of the Maintenance Manager and Collection System Manager by means of conferences, written directives, review of reports and observation of daily functions; analyzes data and orders necessary changes in operation;
- Prepares, justifies, and administers annual operation and maintenance budgets for all regional facilities, package plants and appurtenances;
- Develops, implements and evaluates, in conjunction with the Director, policies and regulations for the operation of County wastewater treatment facilities;
- Plans long and short term goals for facilities and determines priorities of goals;
- Consistently recommends, administers and enforces rules, regulations and department policies;
- Organizes and serves as Chairperson of the DCRSD Joint Health and Safety Committee. Prepares meeting agendas and issues assignments to subordinates in maintaining safety throughout the DCRSD.
- Reviews current literature and attends seminars and conferences to keep up-to-date on developments in the field of wastewater treatment;
- Directs the preparation of technical studies and reports, such as unit optimization reports; coordinates with Director, and engineering staff on the design and planning of treatment facility modifications and expansion;
- Reviews, prepares and submits all monthly, quarterly, and annual reports of operation to Ohio EPA, USEPA and all other regulatory agencies. Is the "responsible charge" person for all matters concerning Ohio EPA and USEPA.
- Performs any related essential functions as required;
- Other duties as assigned.



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NON-ESSENTIAL JOB FUNCTIONS:

Performs any related non-essential functions as required.

SKILLS AND KNOWLEDGE:

Equipment

- Individual operates computer, related applications and other equipment necessary to perform duties.
- Individual must be able to operate or be familiar with all equipment associated with the departments.
- Individual occasionally uses rubber gloves and eye protection for safety purposes.
- Ability to use a motor vehicle is required.

Critical Skills/Expertise

- Thorough and expert knowledge of federal, state and local rules and regulations concerning water and wastewater issues, including, but not limited to, the Ohio Revised Code, Ohio Administrative Code, Ohio EPA regulations;
- Thorough and expert knowledge of the principles, equipment and procedures of wastewater treatment and related disciplines, including chemistry, biology, and soil science;
- Thorough knowledge of OSHA safety practices and procedures;
- Knowledge and ability to apply progressive management principles to plan and implement goals and objectives;
- Ability to manage and lead subordinate personnel to develop and implement programs and projects, to delegate duties, to develop collaborative relationships, to effectively evaluate and to initiate and recommend corrective action;
- Ability to communicate effectively, both orally and in writing;
- Ability to effectively organize and direct operations;
- Working knowledge of the fundamentals of recruiting, interviewing, and counseling;
- Ability to define problems, determine facts and draw valid conclusions;
- Ability to work effectively with customers who may be upset, distraught, irate, emotionally or mentally or otherwise unable to function within a reasonable range of constructive behaviors;
- Ability to effectively manage, supervise and lead subordinate personnel;
- Ability to perform mathematical calculations;
- Thorough knowledge of budgeting fundamentals;
- Thorough knowledge and ability to use computer programs such as Microsoft Word, Excel, Access, and Outlook;
- Thorough knowledge, adherence to follow and ensure compliance with safety policies, procedures and practices;
- Thorough knowledge and adherence with all federal, state and county government policies and procedures, laws and regulations.

II. RESPONSIBILITY:

Individual is given general direction in following established practices and policies. Operations Superintendent provides technical instruction upon request. Individual independently makes critical decisions on a daily basis. Errors in work may not be detected and can cause inaccuracies in reports, records, or technical data resulting in inaccurate or incomplete information. Errors may cause minor to gross pollution of the receiving stream, resulting in possible human health concerns, ecological damage, and fines.

III. PHYSICAL EFFORT:

Physical Requirements: Individual performs heavy work, which may require the lifting of up to one hundred (100) pounds.

Physical Activity: The physical activity of the position is manual dexterity, talking, hearing, reaching, climbing, balancing, stooping, crouching, crawling, standing, pushing, pulling, lifting, grasping, feeling, and walking.

Visual Activity: Individual performs work where the seeing job is close to the eyes and at or within arm's reach and also at varying distances.



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IV. WORKING CONDITIONS:

Individual works both inside and outside and is exposed to temperatures below 32 degrees and above 100 degrees for periods of more than one hour. Individual is exposed to noise, vibration, oil, chemicals, and physical hazards. Individual may be exposed to atmospheric conditions such as fumes, odors, dusts, mists, gases, or poor ventilation.

V. PERSONAL WORK RELATIONSHIPS:

Individual has contact with co-workers, employees in the department, and the general public. Individual may communicate with the public. Individual is responsible for maintaining a positive working relationship with supervisors, co-workers, subcontractors, and other departmental personnel.

SUPERVISORY AND MANAGERIAL FUNCTION:

Span of Control: Individual supervises the following Managers and their subordinates :

- Assistant Operations Superintendent
- Operations Manager
- Operations Manager IV
- Collection System Manager
- Maintenance Manager

Supervisory Functions:

Planning: Individual plans short and long term goals for the DCRSD.

Organizing: Individual oversees the operational organization of the DCRSD.

Budgeting: Individual prepares, justifies and administers the DCRSD's annual budget for submittal to the Director.

Directing: Individual directs overall system operation through assignments to subordinate supervisors or directly to employees.

Counseling and Discipline: Individual disciplines and counsels employees regarding Delaware County rules and regulations. Individual interprets collective bargaining agreement.

Appraising Performance: Individual reviews employees regularly.

Other Personnel Functions: Individual interviews, evaluates, selects or recommends individuals for hire. Individual determines training needs of employees for employee development.

ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION

I have received a copy of the Job Description and have read and understand its contents. I acknowledge that the above description is a representation of the major duties and responsibilities of this position.

Employee:		Date:	
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PCN#:

Job Code:

Wage:

FLSA Status: Exempt

Civil Service Class: Classified

Adopted by Resolution: 3-10-14