



CITY OF KENT, OHIO

CIVIL SERVICE COMMISSION ■ 319 S. WATER ST. ■ KENT, OHIO 44240 ■ 330-678-8101

THE KENT CIVIL SERVICE COMMISSION POSITION ANNOUNCEMENT

Water Reclamation Facility Manager

Starting Salary:

\$90,956 – 114,112 (Annual)

The Plant Manager must possess Ohio Class IV Operator "Wastewater Works" certification and must have a minimum of five (5) years experience as a skilled wastewater plant operator. A copy of the certification must be provided at the time of submitting the Civil Service application.

Application: Applications and information are available Monday through Friday from 8:00 am to 4:00 pm at the City Hall located at 319 S. Water St. Kent. Both application and information are also available on the City of Kent's web site: www.kentohio.gov/our-government/job-opportunities.

Application Deadline: A completed Civil Service application must be submitted in person/by mail to Civil Service, 319 S. Water St., Kent, OH 44240, or by email civilservice@kentohio.gov. This position will remain open until filled.

RESPONSIBILITY

Under the supervision of the Director of Public Service, the Water Reclamation Facility Manager oversees the daily operation and functions of the City of Kent Water Reclamation Facility. The Facility Manager exercises supervisory authority over all Reclamation Facility functions and personnel and acts as primary spokesperson for the Water Reclamation Facility Division. Performs other job-related tasks and duties as assigned by the Director of Public Service.

TYPICAL TASKS (Illustrative only)

Manages the operation and functions of the Water Reclamation Facility by ensuring that all city, state, and federal regulations, standards and limitations are being met; by meeting frequently with the Director of Public Service to discuss and make recommendations regarding long range planning for Facility operations and growth, policy and procedure development, personnel matters and training

needs; by maintaining a system of accounts and annual budget for fiscal administration, short and long range cost planning, and records maintenance and retention.

Responsible for daily work assignments by supervising and instructing the Chief Operator in the organization of work and assignment of tasks for all Facility personnel; by meeting periodically with facility personnel to outline and review operating procedures and evaluate work accomplishments and facility personnel. The Facility Manager is also responsible for overseeing the operation of the City's Industrial Pretreatment Program, National Pollutant Discharge Elimination System (NPDES) Permit for the facility, and water reclamation facility laboratory.

Ensures proper functioning of facility processes by inspecting equipment periodically to determine the need for preventative maintenance, major repairs and/or replacement; by inspecting finished work to ensure that acceptable work standards have been met; by using or working on equipment in an emergency situation or while training facility personnel. Manages the administrative functions of the facility by overseeing the production of reports pertaining to facility purchases, process operation, and budget matters; by maintaining and refining accurate record keeping and filing systems, by assisting in the investigation of complaints; by posting all administrative notices provided by the City.

Maintains current knowledge of policies and procedures, operational standards revisions and required professional development within the wastewater treatment field by attending job-related training programs, seminars, and workshops as deemed appropriate by the Director of Public Service.

WORKING CONDITIONS

The working environment of the Facility Manager involves exposure to conditions not found in a typical office setting. The Facility Manager must understand and enforce safety rules and guidelines to ensure proper and safe use of chemicals, mechanical equipment, and vehicles. The reclamation facility functions 24 hours a day and may require the Facility Manager to respond to emergency situations. Within the reclamation facility setting, the Facility Manager will move, lift, and/or retrieve items of standard office use, such as paper by the ream or box, file record storage boxes and office equipment, and when required, may move or retrieve heavier equipment or supplies within the facility, not to exceed 50 pounds.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

The Facility Manager must possess proficient knowledge of managerial principles, practices, techniques and methods; of wastewater processing and water reclamation facility operations and maintenance; of laws, rules and regulations relevant to the wastewater treatment industry; of the principles and practices of leadership, personnel training and supervision.

The Facility Manager must possess excellent communication skills, which includes the ability to communicate orally and in writing; to establish effective working relationships with coworkers, management personnel, subordinate personnel, city officials, and the public; to understand and carry out written and oral instructions; to read and interpret information; and to exercise tact and discretion when dealing with confidential matters and the public.

The Facility Manager must possess the ability to assign, supervise, delegate and accurately evaluate the work of subordinate personnel; to analyze difficult situations, problems, and data; to exercise sound judgment in decision making; and to maintain accurate records and to prepare oral and written technical reports.

NECESSARY EDUCATION, TRAINING AND EXPERIENCE

The Facility Manager must possess a valid “Ohio Class IV Operator Wastewater Works” certification and have acquired a minimum of five (5) years’ experience as a skilled wastewater operator. In addition, the Facility Manager must possess some combination of education, training and/or experience to indicate the possession of required knowledge, skills, and abilities listed above, such as a bachelor’s degree in biology, chemistry, or other natural science concentration or related field and/or three (3) years’ experience in a management role within a Class III or Class IV wastewater treatment facility.

SPECIAL REQUIREMENTS

The Facility Manager must possess a valid State of Ohio driver’s license and have a good driving record at the time of hire, and maintain such good driving record at all times as described in the City’s Motor Vehicle Safety and Usage Policy. Within one year from date of hire, the Manager must possess a valid Ohio Commercial Driver’s License (CDL).

ESSENTIAL FUNCTIONS

1. Under the supervision of the Director of Public Service, manages the operation and functions of the City of Kent Water Reclamation Facility.
2. Possess proficient knowledge of principles, practices, methods, techniques and equipment used for treatment process control and plant operation.
3. Maintains current knowledge of policies, procedures, controlling laws and requirements specific to the wastewater treatment industry.
4. Operate office equipment such as fax machine, computer, typewriter, etc.
5. Acquire necessary contact hours to maintain a valid Ohio EPA Class IV Wastewater Works certification.
6. Possess sound knowledge of the principles and practices of leadership, training and supervision.
7. Analyze situations, problems and data in order to exercise good judgment in decision-making.
8. Oversees daily plant work assignments and personnel.
9. Maintain effective working relations with coworkers, management personnel, subordinate personnel, City officials, and the public.

10. Ensure the water reclamation facility is in compliance with all local, state, and federal regulations and inform the Director of Public Service of all noncompliance issues.
11. Instruct subordinates in the safe use and operation of office and facility equipment.
12. Maintain a system for producing, maintaining, and retrieving accurate records and reports to document facility activities or prepare oral and written reports.
13. Manage the City of Kent Industrial Preclass Program with regard to effluent quality standards providing supervision to program staff and making enforcement recommendations to the Director of Public Service.
14. Manage the City of Kent water reclamation facility lab providing supervision to lab staff and making recommendations to the Director of Public Service.
15. Exercise supervision over all plant functions to ensure proper functioning of facility processes and equipment and inspect equipment to determine need for preventive maintenance and/or major repairs.
16. Manage the assignment, training, supervision and evaluation of the work of subordinate personnel. Instruct subordinates in the safe use and operation of office and facility equipment.
17. Exercise supervision over all facility personnel including safety compliance, inspection of finished work to insure acceptable work standards and completeness.
18. Enforces safety rules and guidelines to ensure proper and safe use of chemicals, mechanical equipment, and vehicles.
19. Meets with, makes recommendations to, and take direction from the Director of Public Service regarding managing the operation and functions of the City of Kent water reclamation facility, including long range planning for plant operations and growth, policy and procedure development, personnel and training matters, long-range cost planning, budgetary needs and daily purchase order directives.
20. Be available 24 hours a day for emergencies.
21. Must have the physical ability to lift up to 50 lbs.; be able to sit, stand, climb ladders, work extensively, bend and crawl; walk distances up to one mile. Must also possess adequate vision and hearing to perform the duties of the Manager.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment contract and is subject to change as the needs of the employer and requirements of the job change.

The City of Kent provides equal employment opportunities and does not unlawfully discriminate on the basis of age, race, color, religion, sex, national origin, ancestry, military status, familial status, disability, gender identity, or sexual orientation in all employment practices in accordance with applicable federal, state and local laws.