

## APPLICATION NOTICE

### City of Urbana Water Supervisor

The City of Urbana, Ohio is seeking applicants for the full-time position of **Water Supervisor** starting at \$69,473 annually commensurate with experience in the Public Works Division, under the direction of the Public Works Superintendent. Water Supervisor is responsible for technical, administrative and supervisory work in directing the activities of the City's water treatment facilities and distribution infrastructure. Work involves ensuring water treatment occurs within all applicable state and federal permits, providing technical supervision and consultation to subordinates and City officials. Work is performed with considerable latitude and independence in decision making within established guidelines and policies. The Water Supervisor provides input and proper documentation in the hiring and necessary discipline of employees, as approved by the Public Works Superintendent; plan, schedule, train, appropriately assign and effectively direct the daily work of plant and distribution operations to provide an uninterrupted supply of clean, safe water to the city. They maintain a continuing check on the proper and efficient operation of the water plant, which includes raw water supply and pumping, treatment, finished water pumping, distribution infrastructure and storage; prepare and administer the Water Division capital and operating budgets to maintain adequate quantities of treatment chemicals, repair parts, and various supplies; maintain and properly retain records, logs, charts, surveys, etc. They have knowledge of and ability to properly communicate to all State and Federal agencies current regulatory and reporting requirements; respond to and maintain operations during planned and emergency repairs/situations; implement and enforce safe work practices and procedures. The Water Supervisor effectively and consistently communicate in a customer-friendly manner by phone, in-person and by written correspondence with the public, administration, peers and direct reports; investigate, plan and implement operational improvements within the Water Division; proficient in the use of various software programs; perform other plant-related or city-related duties as needed. They must have working knowledge of spreadsheet, word processing and data base software including USEPA and OEPA database software. Ability to interpret a variety of technical information with abstract and/or concrete variables; ability to identify problems, recognizing symptoms, causes and alternative solutions. They must have the ability to perform standard business arithmetic, including percentages and decimals; ability to process or generate information without either overlooking important items or getting enmeshed in technicalities.

The qualifications for this position include the following:

- ◆ High school diploma or equivalent. Highly encourage additional education or certifications.
- ◆ A current valid Ohio EPA Class II Water Supply certificate is required.
- ◆ A minimum of five (5) years' experience in a Class II plant or higher. Three of those years must have been in a supervisory role in water treatment and distribution.
- ◆ Extensive knowledge of water treatment plant operation; monitoring and regulatory requirements is required.
- ◆ Strong communication skills both internally and externally.
- ◆ Sound mechanical ability and experience in the maintenance and operations of a water treatment plant and distribution infrastructure.
- ◆ Proficient in Microsoft Office (includes Outlook, Word, Excel, PowerPoint, etc.)
- ◆ A valid Ohio Drivers' License in which a clean driving record is maintained during employment.
- ◆ Residency in Champaign County or adjacent county.

The selected candidate must successfully complete the following:

- ◆ Background Investigation.
- ◆ Pre-employment Drug Screen.

A City application or resume must be submitted to apply for this position. A blank application and a full job description may be obtained at <https://www.urbanaohio.com/job-opportunities.html> or by calling: (937) 652-4313. **An application or resume must be returned to the Human Resources Office at 225 South Main Street Urbana, Ohio 43078 or via e-mail to [hr@ci.urbana.oh.us](mailto:hr@ci.urbana.oh.us) . First review of applicants will be done on July 12, 2024.** Applications and resumes will be accepted until the position is filled.

The City of Urbana is an Equal Employment Opportunity Employer and complies with the Americans with Disabilities Act. The City of Urbana operates its programs and services without regard to race, color, national origin sex, age, disability, or low-income status in accordance with Title VI of the Civil Rights Act of 1964, and its related statutes.