

**J O B O P P O R T U N I T Y
C I T Y O F M A N S F I E L D , O H I O**

ORDINANCE: 18-001

POSTING DATE: 7/03/2018

DEADLINE DATE: 7/20/2018

PLANT MANAGER

The City of Mansfield, Ohio, Director of Human Resources, announces the opening of the following position in the **WATER TREATMENT DIVISION OF THE DEPARTMENT OF PUBLIC WORKS:**

POSITION

Plant Manager

ANNUALLY SALARY RANGE

\$35,381 - \$71,000

GENERAL STATEMENT OF DUTIES:

Under administrative direction, directs water treatment division of public works department; directs personnel functions of division and exercises direct authority over all operations of water treatment plant. Performs related duties as required.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY):

Directs water treatment division; exercises direct authority over division in accordance with city policy and procedures; assists in development of and communicates and implements policies, goals and objectives; prepares and collects data to forecast budgetary needs and assists in preparing and revising budget requests; monitors and controls expenditures; recommends specifications for major equipment and material purchases; prepares and maintains confidential information; prepares periodic reports for and maintains contact with external agencies (e.g. Ohio EPA, etc.)

Directs personnel functions; analyzes and evaluates organizational structure and recommends and initiates changes; implements and enforces personnel policies and procedures; oversees and evaluates training programs; observes and evaluates performance of supervisory personnel; hears and resolves grievances; conducts disciplinary hearings and recommends and implements discipline; authorizes payment of division payroll; authorizes leaves of absence and overtime; participates in employee selection process.

Directs water treatment plant operations; plans, directs and coordinates the operation and maintenance of the water treatment plant; directs and assists in studies for the modification and expansion of plant and oversees construction; analyzes and evaluates operation and maintenance functions; develops plans and procedures to ensure efficient plant operation; assigns tasks, provides direction and ensures work complies with organizational standards; plans work projects, sets priorities and allocates material and personnel; establishes and implements record and document maintenance systems and procedures.

DESIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: (1) city and division goals and objectives; (2) city and division policies and procedures; (3) safety practices and procedures; (4) water treatment plant operating procedures; (5) EPA water treatment regulations; (6) water construction, maintenance and repair; (7) water chemistry; (8) employee training and development; (9) supervisory principles and practices; (10) budgeting; (11) records management. Ability to: (12) interpret a variety of instructions; (13) exercise independent judgement; (14) recognize unusual or threatening condition and take appropriate action; (15) perform daily plant and laboratory reporting (16) compile and prepare monthly EPA reports; (17) use proper research methods to gather data; (18) communicate effectively; (19) interview job applicants; (20) handle sensitive inquiries from contacts with officials and general public; (21) resolve complaints; (22) travel to and gain access to work sites.

ACCEPTABLE EXPERIENCE AND TRAINING:

Completion of secondary education or equivalent and five years of experience in charge of a water treatment plant or associates degree or technical school certificate and five years of experience in water treatment plant operations and maintenance, including supervisory responsibility, or equivalent combination of training and experience.

LICENSE/CERTIFICATION REQUIREMENTS

Must possess Class IV Water Operator Certificate and valid Ohio Driver's License.

The specific statements shown in this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

APPLICATIONS FOR THIS POSITION WILL BE ACCEPTED IN THE HUMAN RESOURCES OFFICE. "WE ARE AN EQUAL OPPORTUNITY EMPLOYER, WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY."