

JOB OPPORTUNITY
CITY OF MANSFIELD, OHIO

ORDINANCE 25-005 ~ POSTING DATE: 03/07/25 ~ DEADLINE DATE: 03/20/25

OPERATIONS SUPERVISOR
WASTEWATER TREATMENT PLANT

The City of Mansfield, Ohio, Director of Human Resources announces the opening of the following full time, unclassified position in the **WASTEWATER TREATMENT PLANT**:

POSITION	ANNUAL SALARY
Operations Supervisor	\$50,000-\$70,000

GENERAL STATEMENT OF DUTIES

This position reports to and assists the Wastewater Treatment Plant Manager in the plant's administration, supervision, and operational duties. Responsible for managing and leading employees, assists Plant Manager with budget, process control, and equipment associated with the Wastewater Treatment Plant.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY):

- Oversees and/or coordinates activities of all plant personnel
- Oversees the ECS in determining laboratory needs for process control and quality control to meet regulatory needs
- Prepares work assignments per plant needs (i.e. approves/disapproves vacation/comp/sick leave requests, etc.)
- Substitutes for wastewater treatment plant manager in their absence. Assist manager in administrative tasks of the treatment plant
- Assists with the entering of data into the computerized payroll system
- Oversees the repair and development of the plant SCADA system
- Creates purchase orders, monitors spending, and assists with maintaining a balanced budget
- Plans, organizes, inspects, and supervises the overall operation of the wastewater treatment process and its process control directives.
- Oversees the maintenance supervisor in the installation, maintenance, and repair of all plant assets
- Oversees the environmental compliance supervisor with the approved Industrial Pretreatment Program, land application program, and the plant laboratory.
- Demonstrates continuous effort to improve operations, streamline work process, and work cooperatively and jointly to provide quality wastewater treatment processes
- Assists with training of all plant personnel and staff
- Monitors SCADA-generated logs of events, alarms, data, and reports
- Performs related duties

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of materials, methods, practices, instrumentation, and mechanical equipment, used in the operating and maintenance practices of a modern computerized wastewater treatment system
- Knowledge of ordinances, rules, and regulations governing the treatment and discharge of wastewater under Ohio and USEPA regulations.
- Skilled in effective supervisory practices and motivational techniques. Ability to organize, supervise, and inspect the work of employees engaged in the laboratory, Industrial pretreatment, Operations, and maintenance of the treatment plant.
- Skilled at observing, comparing, or monitoring data to determine compliance with the NPDES permit prescribed, and by the operating standards of the plant.
- Skilled at entering data or information into a terminal, PC or other keyboard device
- Ability to direct work in the repair and maintenance of plant equipment and facilities.

- Ability to review plans and specifications for the construction of wastewater treatment plants.
- Ability to produce written documents with clearly organized thoughts
- Ability to comprehend PLC and related operational software in accordance with a modern computerized wastewater treatment plant
- Ability to operate and use basic software such as Word, Outlook, and Excel

ADDITIONAL REQUIREMENTS:

High School graduate with approximately five (5) years as a WWTP operator or similar position. A Bachelor or Associate Degree is highly desirable.

Possession of a Class III Wastewater Professional Operator Certificate as issued by the Ohio Environmental Protection Agency or acquisition of same by the end of two (2) years of service is required.

Must possess a valid Ohio Driver's License with a good driving record

Must have excellent English speaking skills

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 ON-LINE OR 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