



Job Opportunity



The City of Mansfield, Ohio, Director of Human Resources, announces the opening of the following full-time unclassified position in the **Wastewater Treatment Division of Public Works**:

Operations Supervisor

Posting Date: January 8, 2026

Deadline Date: January 14, 2026

Location: Wastewater Treatment Plant (385 South Illinois Avenue)

Ordinance #25-211

Annual Salary: \$60,000-\$80,000

Minimum Qualifications:

- High School graduate with approximately five (5) years as a WWTP operator or similar position.
- Possession of a current OEPA Class III Water Reclamation Professional Operator Certificate or must obtain Class III certification by the end of 12 months of service is required.
- Must possess a valid Ohio Driver's License

Position Summary:

The City of Mansfield is seeking a qualified and motivated Operations Supervisor, who reports to and assists the Wastewater Treatment Plant Manager in the plant's administration, supervision, and operational duties. The Operations Supervisor is responsible overseeing the day-to-day operations of all wastewater treatment plant personnel, operation and maintenance of the City's 12 Million Gallons a Day (MGD) wastewater treatment plant and 17 lift stations. This position plays a critical role in protecting the public health and environment. The Operations Supervisor is responsible for maintaining the plant in good working order and ensuring compliance with the City's National Pollutant Discharge Elimination System (NPDES) permit and all local, state and federal regulation standards.

Essential Duties and Responsibilities:

- Serves as the Wastewater Treatment Plant OEPA Operator of Record (ORC), maintains ORC logbook, ensures minimum staffing requirements are met and submits monthly report as required in the absence of the Plant Manager.
 - Assists Plant Manager in administrative tasks of the treatment plant. (i.e. purchase order requests, payroll, budget monitoring, ordering supplies and equipment, scheduling overtime, submitting required reports to the OEPA, etc.)
 - Plans, organizes, inspects, and supervises the overall operation of the wastewater treatment process and its process control directives.
 - Oversees the Env. Compliance Supervisor in determining laboratory needs for process control and quality control to meet regulatory needs; Industrial Pretreatment Program; Biosolids Land Application Program, etc.
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- Oversees the Maintenance Supervisor in the installation, maintenance, and repair of all plant assets.
 - Demonstrates continuous effort to improve operations, streamline work process, and work cooperatively and jointly to provide quality wastewater treatment processes
 - Directs operations staff to make process control changes as needed.
 - Responds to emergencies and call-in situations to troubleshoot problems as needed.
 - Promotes a safe work environment for staff, schedules and conducts staff training as needed.
 - Performs related duties.
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Preferred Qualifications:

- 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.
 - Knowledge of wastewater laboratory, operations and maintenance practices.
 - Experience in effective supervisory practices and motivational techniques.
 - Skilled at entering data or information into a computer device; familiar using programs such as Word, Excel, Outlook
 - Ability to review plans and specifications for the construction of wastewater treatment plants.
 - Ability to produce written documents with clearly organized thoughts
 - Interest in obtaining an OEPA Class IV Water Reclamation Certificate
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Compensation and Benefits:

- Competitive salary commensurate with experience
 - Health, dental, and vision insurance
 - Paid vacation, holidays, and sick leave
 - Participation in the Ohio Public Employee Retirement System (OPERS)
 - Training and professional development opportunities
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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, EMAIL, OR IN THE HUMAN RESOURCES OFFICE. "WE ARE AN EQUAL OPPORTUNITY EMPLOYER". WE DO NOT DISCRIMINATE BASED ON RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.

