



## POSITION AVAILABLE:

### Operations Manager

**POSTING DATE:** Wednesday, April 20, 2022  
**DEADLINE TO APPLY:** Open until filled

**DEPARTMENT:** Portage County Water Resources  
**LOCATION:** Ravenna, OH

**SALARY:** \$31.07/hour  
**FLSA STATUS:** Classified, Exempt

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#### **JOB OBJECTIVES:**

Under the supervision of the Director, incumbent is responsible for managing the Operations Division of the Department including drinking water plants, distribution systems, wastewater plants, wastewater collection systems system and monitoring laboratory.

#### **MINIMUM QUALIFICATIONS:**

Bachelor's degree in engineering, natural science, chemistry, biology or related field and five years of supervisory experience in drinking water and wastewater systems and knowledge in laboratory procedures preferred. Possession of an Ohio Water Operator License and Wastewater Operator License, one of which shall be a minimum of a Class III. Must have a valid Ohio Driver's license and maintain continuing eligibility under the existing County driver eligibility standards.

#### **EXAMPLE OF DUTIES:**

Supervise, schedule, assign work and direct the Operations Division Supervisors and their subordinates. Oversee and monitor all phases of the Operations Division. Ensure the treatment processes and operations meet all Ohio EPA and Federal NPDES Permit Requirements, and Regulations. Manage applicable laboratory areas, certification, quality control, water team TQM. Manage record keeping programs, computer programs, EPA/government agency report preparation and submittals. Assist Department personnel in technical studies, projects, pretreatment, and process control. Plan and implement permanent and capital improvements with other Divisions and consulting services. Oversee and assist in the long-term development of PCWR water systems. Prepare reports and annual budgets. Manage the preparation of EPA reports, internal violation reports, compliance forms, logs, and other materials as required. Develop and administer programs, policies, and procedures for the Operations Division of PCWR. Prepare special reports for Director and County Administrator/Commissioners. Keep current in area of responsibility by attending training, skill development seminars, conferences, and agency meetings.

#### **HOW TO APPLY:**

- **THE COUNTY APPLICATION FORM IS REQUIRED** WHEN APPLYING FOR THIS POSITION.
- APPLICATIONS CAN BE DOWNLOADED FROM THE COUNTY WEBSITE:  
<https://www.portagecounty-oh.gov/human-resources/pages/job-opportunities>
- APPLICATIONS CAN BE FAXED, EMAILED OR MAILED:

**PORTAGE COUNTY HUMAN RESOURCES**  
**449 S. MERIDIAN STREET, 7<sup>th</sup> Floor**  
**RAVENNA, OHIO 44266**

**EMAIL: [HRD@PORTAGECO.COM](mailto:HRD@PORTAGECO.COM) / FAX: 330-298-4225**

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