

Assistant Director - Sanitary Engineering Department

Under direction of the Sanitary Engineer, assists in the planning, direction and coordination of all activities of the Department, including administration, surveying, design, inspection, construction, operation and maintenance of water, sanitary sewer, wastewater treatment, and solid waste landfill and recycling systems. The Department includes the following divisions: Administration, Projects, Maintenance (water & sanitary sewer), Solid Waste Management District and Wastewater Treatment.

ESSENTIAL FUNCTIONS

Assists with all operational aspects of the department including personnel matters (rules and regulations). Assists in planning studies of present and future needs of the county for development of water and sanitary sewer services, coordinating activities with other jurisdictions/agencies; preparing periodic reports of operations. Assists in reviewing plans with regard to water and sanitary sewer improvements. Assists with Solid Waste Management District and Wastewater Treatment divisions.

Assists in the planning, organizing and directing of all administrative activities of the department; assists in preparing departmental budget; may participate with the interview team for prospective employees and assist in the selection of new personnel; may hear employee complaints and recommend resolutions to same; may adjust grievances; may impose discipline up to and including written reprimand and effectively recommend disciplinary actions; performs public relations activities as required.

Assists in developing policy, standard operating procedures, rules and regulations; seeks out alternative funding sources for various projects; may prepare intergovernmental contracts and negotiate with other governmental agencies to provide services; designs

sanitary sewer pumping systems and ancillary equipment, acquires easements for improvements.

Acts for Sanitary Engineer in his/her absence and may fill in for Managers of Solid Waste Management District and Wastewater Treatment as necessary.

Additional duties as assigned.

MINIMUM QUALIFICATIONS

- 1) Bachelor's degree from an accredited program with a major in civil or Environmental Engineering.
- 2) Licensed Professional Engineer in the State of Ohio
- 3) Minimum of three (3) years' experiences in the design, operation, and maintenance of wastewater collection and water distribution.
- 4) Minimum of three (3) years' experiences in planning, directing, supervising and coordinating the work of others.
- 5) Valid Drivers' License with driving privileges in the State of Ohio.

Responsibilities

ESSENTIAL FUNCTIONS

Assists with all operational aspects of the department including personnel matters (rules and regulations). Assists in planning studies of present and future needs of the county for development of water and sanitary sewer services, coordinating activities with other jurisdictions/agencies, preparing periodic reports of operations. Assists in reviewing plans with regard to water and sanitary sewer improvements. Assists with Solid Waste Management District and Wastewater Treatment divisions.

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Assists in developing policy, standard operating procedures, rules and regulations; seeks out alternative funding sources for various projects; may prepare intergovernmental contracts and negotiate with other governmental agencies to provide services; designs sanitary sewer pumping systems and ancillary equipment, acquires easements for improvements.

Acts for Sanitary Engineer in his/her absence and may fill in for Managers of Solid Waste Management District and Wastewater Treatment as necessary.

Additional duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of methods and practices applicable in the sanitary engineering field; laws, regulations, and standards promulgated by federal and state agencies applicable to water supply/distribution, wastewater collection/treatment, and solid waste; research, procedures, and techniques; administration and management methods and practices; personnel administration methods and techniques (experience with collective bargaining units preferred); fiscal management principles and practices. Knowledge of computer assisted design and drafting standards. Experience with Geographical Information Systems (GIS).

Ability to prepare and review contracts; plan, direct, supervise and coordinate the work of other personnel; collect and analyze data; maintain data and prepare detailed technical reports; maintain effective working relations with the public, other agencies, and staff personnel; exercise good judgment in evaluating situations and making decisions; present ideas clearly and persuasively, orally and in writing; and enforce rules and regulations with fairness and impartiality.

Ability to assist with Solid Waste Management District and Wastewater Treatment, including knowledge of solid waste and landfill systems.

Qualifications

MINIMUM QUALIFICATIONS

1) Bachelor's degree from an accredited program with a major in civil or Environmental Engineering *or a bachelor's degree plus a minimum of 5 years working under a Licensed Professional Engineer in Civil or Environmental field.*

2) Licensed Professional Engineer in the State of Ohio *or the ability to obtain a Professional Engineer license in the state of Ohio within 18 months of hire date.*

- 3) Minimum of three (3) years' experiences in the design, operation, and maintenance of wastewater collection and water distribution.
- 4) Minimum of three (3) years' experiences in planning, directing, supervising and coordinating the work of others.
- 5) Valid Drivers' License with driving privileges in the State of Ohio.