

<b>Title</b>	<b>Superintendent - Water Distribution</b>
<b>Category</b>	Administration
<b>Description</b>	<p><b>JOB OBJECTIVES:</b> Incumbent oversees the safe and efficient operation, maintenance and construction of the Portage County water distribution system ensuring public health and regulatory compliance of all Federal and Ohio Environmental Protection Agency requirements.</p> <p><b>ESSENTIAL JOB FUNCTIONS:</b></p> <ul style="list-style-type: none"> <li>▪ Supervise, direct, and coordinate the work of subordinate staff, including water distribution operators, and other personnel.</li> <li>▪ Plan, organize, and implement work schedules, projects, and operational activities related to the water distribution system.</li> <li>▪ Evaluate staff performance, provide training, and ensure adherence to safety protocols and procedures.</li> <li>▪ Ensure the safe and reliable operation of the water distribution system, including water mains, service connections, valves, meters, hydrants, and other related facilities.</li> <li>▪ Identify and address potential problems or issues with the water distribution system, including leaks, breaks, and other emergencies.</li> <li>▪ Respond to customer inquiries and complaints regarding water quality, metering, and other issues.</li> <li>▪ Ensure compliance with all applicable federal, state, and local regulations related to water quality, distribution, and safety.</li> <li>▪ Respond to inquiries and requests from regulatory agencies and the public.</li> <li>▪ Prepare and manage the departmental budget, including capital planning and expenditure projections.</li> <li>▪ Monitor and track departmental expenses and make recommendations for cost-saving measures.</li> <li>▪ Communicate effectively with staff, customers, and other stakeholders, including government officials, contractors, and the public.</li> <li>▪ Participate in the development and implementation of long-term plans for the water distribution system.</li> <li>▪ Maintain accurate records of all work performed on the water distribution system.</li> </ul> <p><b>NON-ESSENTIAL JOB FUNCTIONS:</b></p> <p>Performs functions as needed.</p>

## **I. JOB REQUIREMENTS**

**Equipment:** Ability to use the following equipment: distribution systems and treatment equipment, computers, and common hand and power tools.

**Critical Skills/Expertise:**

- Possess a strong understanding of water distribution system design, operation, and maintenance.
- Be able to read and interpret engineering plans and specifications.
- Be proficient in using computer software for data analysis and reporting.
- Knowledge of County and Department policies and procedures.
- Ability to communicate effectively.

**Job Standards:** High school education or equivalent plus five years' experience in water field. Must have an Ohio EPA Class II Water Distribution License or equivalent. Supervisory experience is desirable. Must have a valid Ohio Driver's license and maintain continuing eligibility under the existing County driver eligibility standards.

**II. DIFFICULTY OF WORK**

Work involves moderately complex, relatively standardized tasks, processes and operations following established laws and procedures. Requires the ability to think and act quickly and effectively; make accurate decisions with a minimum of information.

**III. RESPONSIBILITY**

Supervisor provides general guidance allowing for the planning of procedures and methods to attain objectives. Errors in work are readily detected in the normal course of work by standard checking, resulting in little or no difficulty in loss of time to correct.

**IV. PERSONAL WORK RELATIONSHIPS**

Incumbent has contact with co-workers, employees in the department, and the general public. The purpose of these contacts is to ensure the proper operation and maintenance of the water distribution system.

**V. PHYSICAL EFFORT AND WORK ENVIRONMENT**

**Physical Requirements:** Incumbent performs heavy work, which may require lifting up to one hundred (100) pounds occasionally.

**Physical Activity:** Incumbent performs the following physical activities: fingering, pushing, pulling, kneeling, lifting, grasping, feeling, stooping, bending, climbing, talking, hearing, and repetitive motions.

**Visual Activity:** Incumbent performs work where the seeing job is close to the eyes.

**Job Location:** Incumbent works inside and outside in normal weather conditions but is occasionally exposed to hazardous materials and chemicals.

**SUPERVISORY AND MANAGERIAL FUNCTION**

**Span of Control:** Incumbent supervises the following subordinates:

Water Distribution Operators

Meter Reader

**Position**

**Requirements**  
**ts**

**Full-**

**Time/Part-** Full-Time  
**Time**

**Shift** Days

**Union or** Non-Union  
**Non-Union**

**Classified**  
or Classified  
**Unclassified**

**Working**  
**hours**

**Salary** \$27.69 to \$36.46

**Position** Superintendent - Water Distribution

**Close Date**

**Post**  
**Internal** 0  
**Days**

**Number of** 1  
**Openings**

**Exempt/Non**  
**-Exempt** Non-Exempt

**Req Number** ADM-25-00002

**Open Date** 11/24/2025

**Location** Portage County Water Resources Department

**EOE Statement** Portage County is an Equal Opportunity Employer. Applicants requiring reasonable accommodation with the application and/or interview process, please notify the person from whom you obtained this application. All applicants are considered for positions without regard to race, color, religion, sex, national origin, age, marital status, medical condition or disability, veteran/reserve/national guard status, genetic information or any other legally protected status.

**This position is currently accepting applications.**

[https://www.appone.com/MainInfoReq.asp?R\\_ID=7002191&B\\_ID=83&fid=1&Adid=0&ssbgc olor=17143A&SearchScreenID=21943&CountryID=3&LanguageID=2](https://www.appone.com/MainInfoReq.asp?R_ID=7002191&B_ID=83&fid=1&Adid=0&ssbgc olor=17143A&SearchScreenID=21943&CountryID=3&LanguageID=2)