

Title **Superintendent Water Treatment Plants**

Category Operations

Description

TITLE: Superintendent - Water Treatment Plants

JOB OBJECTIVES: Incumbent is responsible for operation and maintenance of the three (3) Water Plants and ensuring the treatment of drinking water meets all requirements by the Ohio Environmental Protection Agency.

ESSENTIAL JOB FUNCTIONS:

- Trouble shooting operational problems and taking responsible action to correct problems;
- Ensuring work is carried out safely and accurately and within required time frames;
- Supervising, assisting, and monitoring water operation decisions;
- Reviewing daily logs and assuring appropriate tests have been performed;
- Responding and resolving customer complaints;
- Reading prints, preparing reports, specifications, and participating in annual budgets;
- Scheduling and supervising the repair and maintenance of equipment and facilities, including preventive, corrective, and emergency tasks;
- Supervising contract labor in the repair, maintenance, installation, and calibration of equipment;
- Training of operations and subordinate employees in the proper operation of equipment, treatment systems, safety practices, and Departmental procedures.

NON-ESSENTIAL JOB FUNCTIONS:

Performs related Essential and Non-Essential functions as needed.

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:**

- Through knowledge of water treatment systems and facilities;
- Knowledge of safety practices and procedures;
- Knowledge of preventative maintenance techniques;
- Knowledge of County and Department policies and procedures;
- Ability to operate computerized monitoring and data acquisition programs;
- Ability to communicate effectively, both orally and in writing;
- Ability to perform data acquisition and mathematical analysis;
- Ability to read and understand written instructions and technical manuals.

Position Requirements **Job Standards:** High school education or equivalent plus five years' experience in water field. Must have an Ohio Class II Water Operator License. Supervisory experience desirable. Must have a valid Ohio Driver's license.

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 treatment facilities.

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 Plant Operators

Full-Time/Part-Time

Full-Time

Shift

Days

Union or Non-Union

Classified or Unclassified

Working hours

Salary

\$27.69 - \$36.46

Position

Superintendent Water Treatment Plants

Close Date

Post Internal Days

0

Number of Openings

1

Exempt/Non-Exempt

Non-Exempt

Req Number

OPE-26-00002

Open Date

4/21/2026

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=7125800&B_ID=83&fid=1&Adid=0&ssbgcolor=17143A&SearchScreenID=21943&CountryID=3&LanguageID=2