

**CITY OF NORTH OLMSTED
MAINTENANCE FOREMAN**

The City of North Olmsted Waste Water Treatment Plant is seeking a Full Time Maintenance Foreman. The starting salary and job description are listed below. Qualified candidates may mail or email their resume, salary history, references, and a completed City application located on the City's website under Human Resources Department by January 21, 2022.

**City of North Olmsted
Department of Human Resources
5200 Dover Center Road
North Olmsted, Ohio 44070
e-mail: vanschoork@north-olmsted.com
EOE**

**CITY OF NORTH OLMSTED
JOB DESCRIPTION**

GENERAL DESCRIPTION:

Under general direction of the Assistant Superintendent of Plant, assists the Assistant Superintendent of Plant with the operation of the Wastewater Plants; ensures compliance with state and federal regulations; engages in short and long-term planning; evaluates equipment for possible replacement or upgrade.

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education (high school or GED), plus three (3) years of progressively responsible experience in various operations and equipment involved in operation of Wastewater Treatment Plant and Collection Systems.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess valid State of Ohio driver's license; must remain insurable under the City's vehicle insurance policy. Must obtain and maintain a valid State of Ohio EPA Class I Wastewater Treatment License.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:

Pumps, motors, chemical feed pumps, blowers, filters, disinfection systems, grinders, meters, probes, diffusers, air handling, safety equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee: works in and around sewers and unsanitary conditions; works with chemicals; works around motorized equipment; is exposed to gas, noise, fumes, and wet walking surfaces; works in inclement weather conditions (e.g., snow, sleet, rain, etc.); is

exposed to traffic; is exposed to dirt, dust, and odor; works with and around chemicals found in an office environment (toner, correction fluid, etc.); may occasionally be exposed to other hazardous or physically demanding working conditions experienced by divisional personnel.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered medium work.

**JOB DESCRIPTION AND WORKER CHARACTERISTICS:
JOB DUTIES**

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

1. Assists the Assistant Superintendent Plant with the direction of City Wastewater Treatment Plant, wastewater collection system, and laboratory; monitors wastewater treatment plant operations to ensure compliance with local, state and federal regulations including National Pollutant Discharge Elimination System (NPDES) and Ohio EPA regulations; develops, recommends new and modified policies and procedures designed to improve plant operation and efficiency; conducts regular inspections of plant to oversee efficiency of operations, maintenance, and cleanliness.
2. Assists the Assistant Superintendent Collections System with the direction of the City's collection system; monitors wastewater treatment collections system to ensure compliance with local, state, and federal regulations including NPDES and Ohio EPA regulations; develops and recommends new and modified policies and procedures designed to improve efficiency; conducts regular inspections of collection system to oversee efficiency of operations, maintenance, and cleanliness.
3. Supervises, coordinates, and assists maintenance and operational crews in operation of plant; monitors employee performance to ensure compliance with policies and procedures; assigns duties to maintenance staff; interviews candidates and makes hiring recommendations; oversees training of staff; provides direction and guidance to subordinates; administers employee discipline; adjusts employee grievances.
4. Assists with purchasing and inventory for maintenance and treatment departments; oversees and inspects status of maintenance and repairs of plant, collections and laboratory equipment; establishes, modifies, and amends penetrative maintenance schedules; supervises dewatering system and sludge hauling as needed.
5. Assists with preparation of five (5) year capital improvement plan for storm water system improvements.
6. Occasionally performs duties of Assistant Superintendent of Treatment and

Assistant Superintendent of Collections as needed.

7. Maintains required licensures and certification.
8. Meets all job safety requirements and all applicable PERRP (Public Employment Risk Reduction Program) safety standards that pertain to essential functions.
9. Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: department policies and procedures;* city goals and objectives;* bacteriology; chemistry; lab procedures; wastewater treatment plant operating procedures; wastewater treatment regulations; sewer systems construction, maintenance and repair; wastewater collection principles and practices; geographic layout of jurisdiction;* supervision; organizational goals and objectives; resource management; employee staffing principles; budgeting; office practices and procedures; certification/licensure requirements

Skill in: motor vehicle operation.

Ability to: deal with problems involving several variables within a familiar context; understand system of mechanical procedures; recognize unusual or threatening conditions and take appropriate action; read, copy, and record figures accurately; add, subtract, multiply, and divide whole numbers; maintain accurate records; use statistical analysis; maintain records according to established procedures; work independently; define problems, collect data, establish facts, and draw valid conclusions; determine material and equipment needs; read, copy, and record figures accurately; complete routine forms; prepare accurate documentation; compile and prepare reports; communicate effectively; maintain records according to established procedures; gain access to the worksite; develop and maintain effective working relationships; perform light manual labor; travel to and gain access to work sites with associates, supervisors, and general public; understand a variety of written and/or verbal communications.

POSITIONS DIRECTLY SUPERVISED:

Lead Mechanic
Maintenance Mechanic
Maintenance Helper
PT/Seasonal Help

Starting Salary Range

\$37,310.00 annual - \$77,567.36 annual