

# VILLAGE OF BURTON, OHIO

Village of Burton  
P.O. Box 408  
Burton, Ohio 44062  
Phone: 440-834-4474

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The Village of Burton is seeking qualified individuals for

**Utilities Supervisor**  
**Full Time M-F 7am-3pm**  
**\$33.00 / hr.**

**Job Description**

Under the Board of Public Affairs supervision, the Utilities Supervisor, operates treatment plants in accordance with EPA regulations and requirements and maintains related equipment. Performs and delegates tasks related to the repair of equipment, maintenance of buildings and grounds and other related maintenance task of the Village of Burton Treatment Facilities and their connecting infrastructure.

**CORE RESPONSIBILITIES**

i.e. tasks

**Administration**

- Operator of Record responsibility of Water/Wastewater systems of the village.
- Administrative responsibility of Water/Wastewater Departments of the village.
- Oversees improvement of water treatment, distribution systems, wastewater treatment, sanitary collection sewer systems and services.
- Plan, assign, coordinate and direct the services and operations of water and wastewater treatment systems and facilities.
- Ensure state and federal water quality and wastewater standards and guidelines are met.
- Oversight of occupational hazards and standard safety precautions necessary in the work performed.
- Plan, direct, coordinate and evaluate the organizational, staffing and operational activities for the water and wastewater treatment systems and facilities of the village.
- Recruit, interview and recommend employees; train, coach, evaluate employees, manage and approve leave requests; administer disciplinary actions as needed.
- Prepare monthly activity and annual departmental reports, attend Village meetings.
- Maintain department records.
- Receive, address, respond to customer communication regarding services provided.
- Communicate with property owners, contractors and vendors.
- Assist in a variety of department operations as needed by Village Board of Public Affairs.
- Perform other duties as assigned by the Village Board of Public Affairs.

### **Organizational Leadership**

- Identify, analyze and recommend opportunities for improving service delivery methods and procedures; implement improvements.
- Develop, recommend and implement goals, objectives, policies, priorities and procedures for water and wastewater operations.
- Closely assist Village Board of Public Affairs.
- Proactively create team efforts to achieve departmental and Village goals.
- Model integrity, continuous improvement, exceed expectations.

### **Planning & Budgeting**

- Work with fiscal officer to develop and administer the water and wastewater division annual budget.
- Identify resource needs and forecast funds needed for staffing, equipment, materials and supplies.
- Develop and recommend capital improvement plans and maintenance activities.
- Monitor expenditures; recommend adjustments as needed.

### **Monitoring & Inspections**

- Monitor water consumption and water quality; conduct water audits by analyzing use patterns.
- Review water distribution and wastewater collection systems plans; make technical changes as necessary.
- Inspect water distribution and wastewater collection, facilities and equipment for needed maintenance and repairs.
- Inspect new construction and improvements to water distribution and wastewater collection, facilities and equipment, residential and commercial repairs or new tie-ins.

### **Project Management**

- Funding for departmental projects and initiatives working closely with Village Board of Public Affairs, Engineer and Fiscal Officer to determine appropriate funding source/s. May oversee all stages of relevant grants: research, identification, assessment, project fit, application and administration.
- Oversee various projects; discuss project status, work project, determine needed materials and supplies, visit work site, inspect jobs in process, makes recommendations to Village Board of Public Affairs.

### **CORE COMPETENCIES**

What skills, behavior, knowledge & attitude are needed to be successful in the position

- Decision-making, Complex problem-solving, Critical judgement
- Proactive, Collaborative
- High level strategic thinking and planning.
- Ability to envision and convey the organization's strategic future to staff.
- Team builder, team player
- Understanding of basic mechanical and electrical systems

### **Ability to**

- Understand and follow operating instructions; conduct routine sampling procedures and laboratory analysis; perform calculations and perform a variety of manual labor tasks including working indoors and outdoors environments; lifting, carrying, pushing or pulling of moderately heavy objects and materials. Working in confined spaces, climbing ladders and at times regular sustained performance of moderately physically demanding work.
- Use basic laboratory equipment and hand tools; power tools/equipment.
- Effectively supervise the work of subordinates.
- Interpret bid specifications and other contract documentation.
- Read and interpret construction blueprints and specifications.
- Communicate effectively, orally and in writing.
- Inspect maintenance, repair, and construction projects.
- Drive a motor vehicle to inspect projects and maintenance activities.
- Anticipate and visually-detect maintenance problems.
- Work on-call as needed, overtime and weekends/holidays as needed.

### **EDUCATION/EXPERIENCE (PREFERRED)**

- Experience in government funding.
- Planning and financing of complex municipal projects.
- Three years of increasingly responsible experience in the operation and maintenance of water distribution/treatment and wastewater collection/ treatment facilities.
- Two years of supervisory responsibility.

### **Minimum Qualifications**

- High school diploma or GED
- **Currently have Ohio EPA wastewater class II, water supply class I, certification**
- Pass a physical as well as a drug test and background check.
- Valid Ohio driver's license

### **Benefits include**

- OPERS retirement, paid medical, dental, vision, no out-of-pocket expense, 10 paid holidays, Uniform allowance, call in pay, 3-days' vacation after probation, 2-weeks' vacation and 2 personal days after 1 year.

Submit a resume and cover letter identifying qualifications to  
**JOrtega@villageofburton.org** Include (Utilities Supervisor position) in subject line or  
mail to: Village of Burton P.O. Box 408  
Burton, Ohio 44021  
ATTN: HR / Utilities Supervisor position