

City of Ontario Ohio

Position Description

An Equal Opportunity Employer

Title: Sewer Inflow and Infiltration Project Manager

Department: Sewer Department

Pay Grade: Salary

FLSA Status: Non-Exempt

Supervisor: Service-Safety Director

Classification: Unclassified

Job Duties and Responsibilities:

- Learn the City's sewer infrastructure and GIS System.
- Reduce Inflow and Infiltration within the City's sewer system.
- To make a budget for all materials and equipment necessary, prepare purchase orders and handle all purchasing.
- Monitor flow meter reports.
- Handle annual inventory report for Sewer I&I Department.
- To consult with the Service-Safety Director as to all necessary improvements, major renovations and/or repairs.
- Assist the Water Department as needed.
- Assist the Sewer Department as needed.
- Handle Project Manager Duties as assigned by the Service Safety Director.

- Have the ability to supervise others at a variety of tasks, follow directions, good relationship with fellow employees and the general public. Make necessary written reports as required.
- Must be able to perform heavy manual labor for extended periods of time in often adverse conditions.
- Must have the capability to use hand tools such as a shovel, pick, hammer, screwdriver, drill, etc.
- Must have the ability to learn to operate heavy equipment such as: dump trucks, Vac Truck, and any other equipment used to maintain the City.
- Must be able to work well with other employees, follow directions, and practice safe work habits.
- Must take proper care of equipment and tools.
- Follow all safety rules and regulations and safe work practices.
- Keeps informed of City policies and procedures.
- Must possess and maintain valid Ohio driver's license.
- Maintain regular and predictable attendance.
- Performs any other related duties as required.

Requirements

- A high school diploma or equivalent is required.
- Must maintain a Class II Wastewater Collection System Operators License.
- Must have experience in public works and related construction, maintenance and repair, or any equivalent combination of experience and training which provides the desired knowledge, skills and abilities.

Inherently Hazardous or Physically Demanding Working Conditions

- Employee is occasionally exposed to dangerous chemicals (i.e. sewage, sewage gases)
- Employee works with and around motorized equipment, hand and power tools; works with and around chemicals and liquid fuels; works under adverse weather conditions; is exposed to dust, dirt, and fumes; is exposed to noise and traffic; may occasionally lift and move heavy objects.
- In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered heavy work.

This position description in no manner states or implies that these are the only duties and responsibilities that are required of the Sewer and Traffic Department Head and Project Manager positions.