

City of Ontario Ohio

Position Description

An Equal Opportunity Employer

Title: Water Department Head

Department: Water Department

Pay Grade: Hourly

FLSA Status: Non-Exempt

Supervisor: Service-Safety Director

Classification: Classified – Full Time

Job Duties and Responsibilities:

- Responsible for the safe and efficient operation of the Water Plant, wells, pumps, and water storage tanks.
- Certified to perform daily laboratory testing of chlorine, fluoride, hardness and bacteria, as required by law.
- To make a budget for all materials, labors and equipment necessary to pump and treat the water to standards set by the OEPA.
- Submit Monthly Operating Report to the Ohio EPA, as required by law.
- Submit the annual Well Flow Log to ODNR, as required by law.
- Maintain and update the EPA Emergency Contingency Plan, as required by law.
- Maintain a Back Flow Prevention Program as required by the Ohio EPA.
- Follow the Lead and Copper rules as required by the Ohio EPA.
- Coordinate with OUPS prior to water line repairs.

- Makes sure that all current rules and regulations for the Ontario Water System are followed.
- Monitor and inspect all contractor installation of waterlines for developers of Industrial, Commercial, and Housing developments.
- To consult with the Service-Safety Director as to all major renovations and/or repairs.
- 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, back hoes, mowers, chipper, leaf vacuums, snowplow, 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 have or attain within 12 months of employment a commercial driver's license with air brake endorsement.
- 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 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.
- Must have and maintain a Class 2 Water Supply License.

Inherently Hazardous or Physically Demanding Working Conditions

- Employee is occasionally exposed to dangerous chemicals (i.e. salt, Potassium Permanganate, Chlorine, Hydro Fluoro Silicic Acid) and any other job-related hazardous materials.
- 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 very heavy work.

This position description in no manner states or implies that these are the only duties and responsibilities that are required of the Water Department Head position.