

**BUTLER COUNTY COMMISSIONERS PERSONNEL OFFICE
ANNOUNCEMENT OF VACANCY**

Posting Date: 09/01/2020

Response Deadline: 09/10/2020*

**(Resumes accepted until the posting is filled.)*

Agency: Butler County Water and Sewer	Job Title: Chief Operator Water Distribution
Classified <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/>	Bargaining Unit Yes No <input checked="" type="checkbox"/>
Overtime Exempt <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Salary: \$2,099.20 - \$3,078.40 bi-weekly
Work Location: LeSourdsville Water Reclamation Facility and various water stations within the water district	Hours of Work: 40 hours/week

Under the supervision of the Administrative Division Head, the Chief Operator – Water Distribution is the Butler County Water System Operator of Record and is responsible for the safe and efficient operation of the county's water distribution system. Major duties include system operation, supervision, OEPA reporting, planning and upgrades, preventive maintenance and repair, scheduling and report generation, technical assistance, and other duties as required.

Essential Functions:

- **System operation:** Operates water pumping stations, chemical feed systems, water storage facilities, pressure regulating valves and controllers, and wholesale interconnections; analyzes diurnal demand trends regarding storage facilities turnover ratios and adjusts SCADA set-points accordingly; determines which valves are to be opened, closed, or throttled; determines direction of flow from various pressure zones and interconnections; coordinates the acceptance of new water mains; determines need for corrective and preventive maintenance; develops, coordinates and implements unidirectional flushing program; coordinates all OEPA and BCWS required compliance monitoring; monitors wholesale take or pay provisions in accordance with contractual obligations with wholesale systems; coordinates operational strategies with other consecutive purchase water supply systems; meets as the Operator in Responsible Charge with regulatory agency representative of the OEPA to review/discuss public water supply system operation and compliance during Sanitary Survey; coordinates and monitors sectional budget in regards to purchased supplies, purchased water, electricity consumption, chemical consumption, and water system contact services; provides 24/7 response to any water system emergency or operational failure/interruption as needed; and monitors and performs adjustments to process control equipment for various chemical feed applications at water distribution system entry points to maintain minimum required and/or optimum concentrations.
- **Supervision:** Directs employees and conducts performance appraisals; recommends discipline, promotion, and pay adjustments; schedules and tracks overtime; approves leave requests; provides for the proper training of personnel; and tracks employees' endeavors through the work order system.
- **Preventive maintenance and repair:** Inspects and repairs or coordinates for repair: water pumping stations, water storage facilities, pressure regulating valves, wholesale interconnections, and all associated equipment; and consults with Water Line Maintenance and Maintenance Managers and staff on water system operational issues and provides direction on regulatory issues.

- **Scheduling and report generation:** Generates reports for monthly water system production, monthly energy and cost per MG and kWh usage, daily chemical feed rates, disinfectant residual monitoring, contractual take or pay provisions, wholesale flow meter readings, system failures, and unidirectional flushing schedules; schedules system compliance monitoring on a monthly, quarterly, semi-annual and annual basis; and prepares and submits OEPA operational data reports and BCWS operational reports.
- **Technical assistance:** Participates in operational assessment meetings; oversees major CIP start-up and repairs; reviews and comments on project plans; provides insight and technical support for water system capital improvement projects during design, construction, and commissioning phases; and coordinates new line acceptance projects with the Inspection Section.
- **Planning and upgrades:** Participates in water system planning, budgeting and upgrades; and regularly reviews current and proposed water regulations to determine impact on BCWS.

Required Qualifications:

- High school diploma or equivalent; and
- Experience in the operation of a water distribution and treatment technologies system similar in size and complexity to BCWS; or
- Any combination of education, experience and/or training equivalent to the stated minimum qualifications.
- OEPA Class III - Water Supply license preferred, Class II Water Supply required; valid Ohio driver's license (CDL preferred).

Physical Requirements

The Chief Operator - Water Distribution works in both an office environment and various field locations. Entry into confined spaces is periodically required. Must be able to climb water towers and work outdoors in all weather conditions. Must be able to produce effective, clear, written communication and read and comprehend written material on a prompt basis, with or without reasonable accommodation.

Selection Procedure: Resumes and Interviews

Submit Cover Letter and Resume to:

Butler County Commissioners Personnel Office
 315 High Street, Suite 640
 Hamilton, OH 45011
 or by email to: resumes@bcOhio.us
 (YOU MUST INDICATE JOB TITLE IN SUBJECT LINE.)

BUTLER COUNTY WILL CONSIDER INTERNAL APPLICANTS PRIOR TO EXTERNAL APPLICANTS

Pursuant to the ADA Amendments Act of 2008, Butler County will consider all qualified applicants for employment, including persons with disabilities. The applicant must be able to perform the essential functions of this job with or without reasonable accommodation. Upon the request of any qualified applicant, this office will evaluate any reasonable accommodation that may be needed to enable a disabled person to participate in the application process or perform these essential duties.

AN EQUAL OPPORTUNITY EMPLOYER