



LAKE COUNTY DEPARTMENT OF UTILITIES

Administration Division

Supervisor – Water Distribution Maintenance

The Water Distribution Maintenance Supervisor is an accomplished, responsible and technical position which involves a broad range of entry-level managerial duties associated with repair, maintenance, and inspection of the water distribution system.

Essential Job Functions:

- Supervises the daily maintenance, cleaning, repair and inspection of the water distribution system. Oversees equipment, vehicle and building maintenance. Plans, organizes, coordinates, evaluates and otherwise supervises the work of subordinate employees. Trains employees and instructs on safety precautions and methods. Responsible for administration of discipline, effectively recommends disciplinary actions. Hears employee complaints and adjusts or recommends disposition of their grievances.
- Prioritizes and schedules work assignments.
- Provides reports, including maintenance back log reports, summation reports listing totals of work complete, budget reports, equipment analysis reports and evaluations.
- Maintains records of all water distribution systems maintenance scheduled mapping system.
- Oversees inventory of supplies and materials necessary for the effective maintenance of the water distribution systems of the Lake County Regional Water District.
- Provides on-the-job training to new employees and in-house sessions to provide training in new maintenance scheduled and procedures.

Minimum Qualifications:

Applicants must have a High School diploma or GED. A valid Ohio Driver's license with a safe driving record and a drug screening are required. Applicant must possess a Class A Commercial Driver's License with an air brake endorsement and an ability to obtain an OEPA Water License within 18 months of hire.

Knowledge, Skills and Abilities:

Applicants should have; supervisory and excavation experience including backhoe, waterline, valve and hydrant repair and installation, service connections and meter



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setting; good written and verbal communication skills; leadership skills; ability to have effective working relationships with fellow coworkers, public officials and the general public. Applicants should be self-disciplined, professional and responsible. This position will include physical labor, including working outdoors in all types of weather conditions. This position requires emergency call out response.

Job Type: Full Time

Pay:

Starting: \$27.50/hr.

Additional Premium:

- Class I License: \$1.00/hr.
- Class II License: \$1.25/hr.
- Class A CDL: \$1.00/hr.

Fringe Benefits:

- Medical, Dental, Rx, Vision, Telemedicine, Gym Membership, EAP
- 12 Paid Holidays
- Sick (4.6 hrs./pay), Vacation (3.1 hrs./pay), Personal Days (6/yr. from sick time), Overtime, Compensation Time
- PERS 10% employee contribution with 14% employer contribution, Deferred Compensation
- Company vehicle

Send resumes to Kelly Andino at LCDUJobs@LakeCountyOhio.gov, or 105 Main Street, Painesville, OH, 44077. Please reference job #2021-#26.

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