



July 11, 2007

FOR IMMEDIATE RELEASE:
SUBJECT: Job Posting

**ASSISTANT SUPERINTENDENT WATER POLLUTION CONTROL
(Pay Band 5: \$49,440 TO \$74,156)**

Full-time, salaried (exempt) position is responsible for planning and directing all water pollution control activities for the City to ensure continuous, compliant operation. Oversees plant processes to ensure compliance; authorizes purchase requisitions and assigns account numbers; assists with preparation of yearly division budget; functions as Water Pollution Control Superintendent in his/her absence; maintains division payroll; orders chemicals and other necessary supplies; plans and assigns projects; monitors work of employees; arranges and gives tours and presentations; and performs other related duties as assigned. Two year college degree in related field (Science, Engineering); Ohio EPA Class IV Operator Wastewater Works Certificate; five to seven years of related experience; must maintain a valid Ohio Driver's license or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job. Residency requirement. Excellent fringe benefits. Applications available in the Personnel Department of the City of Bowling Green, 304 North Church Street, Bowling Green, OH 43402-2399. Resumes may be included, but will not substitute for a completed application. **ONLY COMPLETED APPLICATION FORMS WILL BE ACCEPTED.** A job description will be provided to applicants. Deadline for making application: 4:30 p.m. August 3, 2007. Telephone: (419)354-6200 web: www.bgohio.org e-mail: BGPersonnel@bgohio.org. AA/EEO

Barbara A. Ford
Personnel Director

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pc: file



July 11, 2007

To All Applicants for *Assistant Superintendent Water Pollution Control*:

The classification of *Assistant Superintendent Water Pollution Control* is salaried and exempt from overtime. In accordance with the City's Civil Service Residency Rule the *Assistant Superintendent Water Pollution Control* is required to reside within the boundaries of Wood County. However, please review the attached information regarding the current status of the City's residency requirement.

A copy of the job description for *Assistant Superintendent Water Pollution Control* is included with the application packet. There is additional information concerning the completion of the application materials provided below. The deadline for submitting a completed application is August 3, 2007.

If you have any questions concerning the application packet do not hesitate to contact the Personnel Department of the City of Bowling Green, at (419)354-6200, or via e-mail at BGPersonnel@bgohio.org.

As part of the application process you must submit the following to the City of Bowling Green by August 3, 2007:

1. A completed City application (You may include your résumé, but you **must** complete and submit a City Application For Employment.);
2. A completed and signed, "Reasonable Accommodation Request Form", but only if you are requesting some form of reasonable accommodation because of a disability.
3. A completed "Equal Employment Opportunity Data Sheet – (Providing the information is strictly voluntary, but is requested in order that the City can meet its Affirmative Action requirements.)
4. A written statement of your experiences regarding the following:
 - a. Operating and maintaining a Class IV tertiary wastewater treatment plant;
 - b. Working with or for public or private utilities;
 - c. Working with the public, customers, contractors and consultants;
 - d. Preparation and administration of public budgets;
 - e. Preparation of contracts, plans and bid specifications;
 - f. Working with boards/commissions/City Councils/elected bodies, and;
 - g. Managing and/or supervising personnel
 - h. Short-term and long-term planning
 - i. Current OEPA Certification, and if you do not have a Class IV Treatment Certification how you plan to obtain one.

Barbara A. Ford
Personnel Director

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pc: J. Quinn
J. Fawcett
K. Maynard
P. Brock
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POSITION TITLE:	WATER POLLUTION CONTROL ASSISTANT SUPERINTENDENT	CITY OF BOWLING GREEN
DEPARTMENT:	PUBLIC UTILITIES	
DIVISION:	WATER POLLUTION CONTROL	

REPORTING RELATIONSHIPS

Water Pollution Control Superintendent

POSITION REPORTS TO

DIRECT REPORTS BY TITLE: Wastewater Treatment Plant Chief Operator

DIRECT: 1 **INDIRECT:** 13

POSITION FUNCTION

This position is responsible for planning and directing all water pollution control activities for the City to ensure continuous, compliant operation.

JOB RESPONSIBILITIES

- Oversees plant processes to ensure compliance
- Authorizes purchase requisitions and assigns account numbers
- Assists with preparation of yearly division budget
- Functions as Water Pollution Control Superintendent in his/her absence
- Maintains division payroll
- Orders chemicals and other necessary supplies
- Plans and assigns projects
- Monitors work of employees
- Arranges and gives tours and presentations
- Performs other related duties as assigned

PHYSICAL REQUIREMENTS

Job requires incumbent to sit, talk/hear and use hands to finger, handle or feel. Must be able to focus clearly at 20 inches or less.

REQUIRED SKILL SETS	
<p><i>Occupational/Technical Skills</i></p> <ul style="list-style-type: none"> Ability to use word processing and selected job-specific software Knowledge of chemistry, biology and microbiology Knowledge of electrical, electronic, instrumentation, mechanical/hydraulic systems and programmable logic controllers Must maintain a valid Ohio Driver's license and have the ability to drive <p><i>Administrative Skills</i></p> <ul style="list-style-type: none"> Ability to organize work, set priorities and meet critical deadlines with a minimum of direction Ability to set goals and develop strategies and schedules for meeting them Ability to anticipate problems and develop alternative strategies for goal completion Ability to properly assign responsibilities to meet objectives Ability to adequately allocate resources to meet objectives Ability to handle multiple priorities and projects <p><i>Cognitive Skills</i></p> <ul style="list-style-type: none"> Ability to interpret a variety of technical information with abstract and/or concrete variables Ability to identify problems, recognizing symptoms, causes and alternative solutions Ability to interpret professional periodicals and journals, technical procedures, and government regulations Ability to interpret complicated policies, procedures and protocols Ability to perform engineering calculations Ability to apply financial principles and numerical techniques to management problems Knowledge of basic budgetary principles and practices 	<ul style="list-style-type: none"> Ability to encourage the creativity of subordinates Ability to create and readily draw on a large pool of diverse sources of information <p><i>Communications Skills</i></p> <ul style="list-style-type: none"> Ability to speak effectively one-to-one Ability to speak effectively before groups and to respond to questions Ability to prepare analyses, policies and/or budgets Ability to develop complex reports and position papers <p><i>Interpersonal Skills</i></p> <ul style="list-style-type: none"> Interpersonal skills necessary to provide effective leadership to subordinate personnel and to develop cooperative working relationships with employees, senior management, elected officials, and vendors Ability to bring conflict or dissent into the open and use it productively to enhance the quality of decisions <p><i>Leadership Skills</i></p> <ul style="list-style-type: none"> Ability to take charge and initiate actions Knowledge of administration and supervision of staff and activities Ability to create an environment in which subordinates are rewarded for accomplishment of group and individual goals Ability to plan, conduct, and participate in meetings in which the collective resources of the group members are used efficiently Ability to establish effective controls, ensuring that employees have necessary resources and authority Ability to monitor progress and exercise control Ability to select and evaluate employees Ability to provide performance feedback Ability to facilitate professional growth

DESCRIPTION OF WORKING CONDITIONS
Work is typically performed in an office setting however, up to 1/3 of the incumbent's time may be spent outdoors.

EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS
Two year college degree in related field (Science, Engineering); Ohio EPA Class IV Operator Wastewater Works Certificate; five to seven years of related experience; must maintain a valid Ohio Driver's license; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.

The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given.

Completed by Resource Management Strategies, Inc. (RMS) on July 3, 1999. This position Description is based on a Position Analysis Questionnaire (PAQ) completed by the incumbent.