



March 23, 2007

FOR IMMEDIATE RELEASE:
SUBJECT: Job Posting

**ASSISTANT SUPERINTENDENT WATER POLLUTION CONTROL
(Pay Band 5: \$47,953 TO \$71,926)**

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. Resumés 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. April 27, 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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March 23, 2007

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

The position of *Water Pollution Control Assistant Superintendent* is salaried and exempt from overtime. While serving as the *Water Pollution Control Assistant Superintendent* the employee would be required to reside within Wood County in accordance with the City's Civil Service Residency Rule. However, please review the attached notice about the current status of the City's residency requirements.

A copy of the job description for *Water Pollution Control Assistant Superintendent* 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 April 27, 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 April 27, 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. Specific experiences relating to developing and administering public budgets
 - b. Specific experiences relating to managing a municipal wastewater treatment plant
 - c. Current OEPA Certification and if you do not have a Class IV Treatment Certification how you plan to obtain one.
 - d. Customer service, handling citizen/customer complaints
 - e. Working with boards/commissions/City Councils/elected bodies
 - f. Managing and/or supervising personnel


Barbara A. Ford
Personnel Director

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pc: J. Quinn
J. Fawcett
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