



April 24, 2007

FOR IMMEDIATE POSTING  
SUBJECT: Job Posting

**CITY OF BOWLING GREEN, OHIO**

**WATER POLLUTION CONTROL SUPERINTENDENT**

**(Pay Band 6: \$53,280 TO \$79,919)**

**(Pay Band 6 Effective 7/2/07: \$54,932 to \$82,396)**

Full-time, salaried/exempt position responsible for planning and directing water pollution control activities for City to ensure continuous, compliant operation. Directs, plans, reviews work of staff; provides technical supervision of wastewater treatment operations, maintenance, and lab to ensure compliance and efficient operation of the treatment facility; supervises procurement of equipment, materials, supplies; prepares work reports; coordinates division activities with other entities; administers industrial pretreatment and pollution control programs; represents the City on related boards and committees; maintains public relations for the division including providing tours and presentations. Four year college degree in civil/sanitary/mechanical engineering or physical/biological sciences; Ohio EPA Class IV Operator Wastewater Works Certificate; ten (10) year's related experience; must maintain a valid Ohio Driver's license. 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. May 18, 2007. Telephone: (419)354-6200 web: [www.bgohio.org](http://www.bgohio.org) e-mail: [BGPersonnel@bgohio.org](mailto:BGPersonnel@bgohio.org). AA/EEO

Barbara A. Ford  
Personnel Director

bf

pc: file



April 24, 2007

To All Applicants for *Water Pollution Control Superintendent*:

The classification of *Water Pollution Control Superintendent* is salaried and exempt from overtime. While serving as the *Water Pollution Control Superintendent* the employee would be required to reside within the corporation limits of the City of Bowling Green 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 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 May 18, 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](mailto:BGPersonnel@bgohio.org).

\*\*\*\*\*

As part of the application process you must submit the following to the City of Bowling Green by May 18, 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

bf

**POSITION TITLE:** WATER POLLUTION CONTROL SUPERINTENDENT  
**DEPARTMENT:** PUBLIC UTILITIES  
**DIVISION:** WATER POLLUTION CONTROL

**CITY OF  
BOWLING GREEN**

### REPORTING RELATIONSHIPS

Director of Utilities

POSITION REPORTS TO

DIRECT REPORTS BY TITLE: Assistant Superintendent (1)

DIRECT: 1      INDIRECT: 14

### 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

Directs, plans and reviews the work of the Water Pollution Control Division staff

Provides technical supervision of water treatment operations, maintenance, and lab to ensure compliance and efficient operation of the treatment facility

Supervises procurement of equipment, materials and supplies

Prepares work reports, such as payroll, budget requests etc.

Coordinates division activities with other City departments, divisions and other agencies

Administers industrial pretreatment and pollution control programs

Represents the City on related boards and committees

Maintains public relations for the division including providing 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***Occupational/Technical Skills*

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

*Administrative Skills*

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

*Cognitive Skills*

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, technical drawings, software logic drawings and protocols

Ability to perform engineering calculations

Ability to apply financial principles and numerical techniques to management problems

Ability to encourage the creativity of subordinates

Ability to create and readily draw on a large pool of diverse sources of information

*Communications Skills*

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

*Interpersonal Skills*

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

*Leadership Skills*

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**

Four year college degree in civil/sanitary engineering or physical/biological sciences; Ohio EPA Class IV Operator Wastewater Works Certificate; ten (10) year's related experience; 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.