



# CITY OF LORAIN

## CIVIL SERVICE COMMISSION

200 WEST ERIE AVE. 7TH FLOOR CITY HALL, LORAIN, OHIO 44052  
TELEPHONE (440) 204-2066 FAX (440) 204-2527

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**OPPORTUNITY FOR EMPLOYMENT**  
**DATE OF ISSUE: FRIDAY, SEPTEMBER 22, 2023**  
**THE LORAIN CIVIL SERVICE COMMISSION ANNOUNCES**  
**APPLICATIONS FOR THE POSITION OF:**

**CLASSIFICATION TITLE:**  
**Superintendent of Water Purification**  
**LORAIN UTILITIES DEPT.**

**SALARY:**  
**Grade A18**  
**\$89,580.89 - \$109,055.24**

Applications for the position of **Superintendent of Water Purification** in the Lorain Utilities Department are available in the office of the Lorain Civil Service Commission, 200 West Erie Ave., **3<sup>rd</sup> floor, Suite 310**, Lorain City Hall, Lorain, Ohio, 44052 beginning **Monday, September 25, 2023 through Friday, October 6, 2023** between the hours of 9:00 a.m. to 4:30 p.m. Applications are also available online at: [www.cityoflorain.org](http://www.cityoflorain.org) under departments click on Civil Service and then Application Instructions and follow the 4-step procedure. You may also submit your application via email to: [rosemary\\_white@cityoflorain.org](mailto:rosemary_white@cityoflorain.org).

Applicants must be United States citizens or have a valid permanent resident card. Applicants must possess a valid Ohio Driver's license at time of application. A Bachelor's degree from an accredited college or university majoring in science, engineering or technical background is required. Five years experience in water treatment including two years of supervisory experience preferred. Applicants must possess an Ohio EPA Class IV Water Supply Operator Certificate and have considerable experience operating a water treatment facility. A complete job description will be available at time of application.

**AN EQUAL OPPORTUNITY EMPLOYER**



## Position Description

**Position Title:** Superintendent Water Purification  
**Department:** Utilities  
**Reports to:** Director of Utilities  
**FLSA:** Exempt  
**Date:** September 2023

**Position Summary:** Administers, plans, and oversees the Water Purification Plant operations and associated facilities for the City of Lorain, including reservoirs, towers, booster stations, etc. Administers a complex, expansive and large organization; exercises sound judgment and initiative, and independent decision-making with a high level of responsibility.

### **Duties and Responsibilities:**

1. Responsible for developing administrative and program standards for various activities of the Water Purification Plant of the City of Lorain.
2. Responsible for developing programs, goals, and training courses for personnel.
3. Responsible for planning, scheduling and assigning work to subordinate operators, laboratory technicians, maintenance personnel, clerks, laborers, and other related personnel in the department.
4. Supervises the operation and maintenance of the water purification plant and associated equipment/assets.
5. Instructs operators and laboratory personnel in standard operating methods and procedures.
6. Oversees and approves the planning and carrying out maintenance.
7. Orders and/or directs personnel to obtain supplies, spare parts, chemicals, etc.
8. Determines proper flow treatment and adjustment of facilities to ensure effective treatment of water.
9. Maintains and keeps the necessary records of operation.
10. Prepares special reports.
11. Prepare an annual budget.
12. Assists in promoting improvements.
13. Establish and maintain system of cost accounting, bookkeeping, stock keeping and record keeping.
14. Develop reports and materials pertaining to the operational efficiency and functionality of the Water Purification Plant.
15. Keeps abreast of current developments in the field by attending meetings, readings and holding individual conferences with comparable officials in neighboring jurisdictions.
16. Keeps all public officials and citizens of the City of Lorain informed on activities of this facility.
17. Plans for expansion and improvements at the plant and in the distribution system.

18. Reviews operating performance data and chemical, physical and bacteriological analysis.
19. Participate in public speaking and policy-level conferences
20. Responsible for and signs reports required by the State of Ohio Environmental Protection Agency, the United States Environmental Protection Agency, and the U.S. Public Health Service (ICC).
21. Policy-level conferences.
22. May be required to assume role as operator of record for Water Distribution.

**Necessary Competencies:**

- Leadership
- Equipment Operation & Repair
- Project Management
- Collaboration within a Team Environment
- Recordkeeping
- Organization
- Safety Protocols and Procedures

**Knowledge of:**

- Principles and practices of water treatment as applied to the development, construction, and maintenance of the water treatment plant
- Modern water purification and treatment principles and operational practices.
- Management practices, budgeting, municipal laws and regulations.
- Effective business controls and procedures.

**Skill and Ability to:**

1. Make recommendations and decisions in accordance with laws, regulations, policies, and procedures.
2. Plan and manage multiple projects with a strong attention to detail.
3. Interpret drawings and plans of the water treatment plant and equipment
4. Troubleshoot operations issues and functions as they arise
5. Provide department leadership to stimulate and maintain a positive safety environment.
6. Direct and evaluate employee safety performance.
7. Provide proper safety, operation and maintenance procedures.
8. Investigate, report and evaluate accidents; take corrective actions to avoid recurrence.
9. Participate in and coordinate with Safety Committee.

**Education and Experience:**

- Education: High School Diploma or GED equivalent; Bachelor's degree from an accredited college or university in engineering, science, or related field is encouraged.
- Experience: A minimum of five (5) years of considerable experience in the operation practices and procedures of water treatment is required. A minimum of two (2) years of management experience is preferred. A background in water operations or water distribution systems required.
- Possession of a Class IV Ohio EPA Water Supply Certificate is required.
- Valid State of Ohio Class D Driver's License.

*In lieu of the above qualifications, an applicant may be considered if after review of the applicant's experience and knowledge, the applicant is found to possess the qualities needed to successfully carry out all the duties of the position.*

**Physical Demands:**

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to bend, stoop, walk, climb stairs or ladders and push or lift light weight (5-10 pounds). Occasional lifting or pushing of light weight (25+ pounds).

The City of Lorain is an Equal Opportunity Employer.

**Scheduling Demands and Constraints:**

Must be able to occasionally work additional hours (beyond 40 in one week) or report to duty outside of regularly scheduled hours as needed.