



The Village of Leetonia • Mayor Kevin Siembida

Co-Operator of Record/Chief Operator

Description

Perform all necessary duties as directed by Ohio EPA and Village of Leetonia laws and regulations and as directed by The Mayor, Village Administrator, and Public Works Superintendent. Ensure that the continuous operation of the Waste Water and Water Plant are maintained to Ohio EPA, OSHA, and Village standards. Conduct all operations safely and ensure proper certification is kept up to date. Continuously look for ways to improve efficiency, reduce cost without jeopardizing the quality of work and service to village residents.

Duties:

- Ensure all safety is the number one priority
- Chief Operator over water and wastewater Systems.
- Co-operator of record
- Assistant Lab Director – oversee all aspects of our commercial lab, including QA/QC
- Supervise all employees at WTP and WWTP
- Must keep all required certifications current as required by the Leetonia Wastewater and Water systems
- Wastewater certification of at least a Class II
- Water certification of at least Class I
- Certification in Microbiology
- Coordinate backflow program –with state certification in Backflow Prevention
- Be able to operate without direct supervision and work independently
- Keep and maintain records of all water, wastewater and laboratory
- Oversee the safe and proper use of all utility equipment
- Report any and all safety hazards or conditions deemed unsafe
- Monitor all work schedules and attendance of Water, Wastewater and Lab employees
- Fill in for the duties of the Superintendent during absences and vacations
- Follow all EPA guidelines
- Oversee asset management updates on Village infrastructure – water, waste water and storm Sewer
- Maintain Contingency Plan
- Stay in compliance with all Lead and Copper requirements by OEPA
- Oversee CMOM for Wastewater Plant and Collection System
- Coordinate our GIS/GPS Program on Water, waste Water, and Storm Sewer.
- Oversee GIS Mapping System and make sure it is updated
- Delegate to assist Superintendent



The Village of Leetonia • Mayor Kevin Siembida

Requirements

- Valid Ohio Driver license.
- Pass drug screen.
- Class II Waste Water and Class I Water license.
- Must be available 24/7 for emergencies and call outs.
- Deliver monthly work and status reports to Mayor, and Administrator by last Friday of every Month.
- Report to council at the 1st Wednesday of every month.

Disclaimer:

The foregoing Job Description does not constitute an Employment Contract. The position of Co-Operator of Record/Chief Operator is “at will”, and the Co-Operator of Record/Chief Operator serves at the pleasure of the Mayor and Council. This is not a complete and comprehensive list of description and job duty requirements.