



GEAUGA COUNTY BOARD OF COMMISSIONERS

Carolyn Brakey, Esq. James W. Dvorak Ralph Spidalieri

12611 Ravenwood Drive, Suite 350 • Chardon, Ohio 44024

JOB OPPORTUNITY #2327

Posted Friday, March 20, 2026 until filled

Position: Supervisor, Water Systems
Department: Department of Water Resources
Compensation: \$35.46/Hr. Technical PayScale
Pay Grade: WR 8

Definition: Under general supervision from the Operations Manager, coordinates, schedules and supervises the operation and maintenance of water system facilities and personnel activities for the department; Performs related duties as required.

Typical Examples of Duties & Percentage of Time:

40% - 50% Supervises employees engaged in general building maintenance, alteration, and/or repair; Supervises custodial work and general grounds maintenance; Plans, coordinates, schedules, assigns and reviews work activities.

Supervises personnel activities; Interviews and recommends candidates for hire; Provides instruction and training; Assists with the direction of safety training as required by Federal, State and local standards and enforces departmental safety policies and procedures; Responds to employee issues and concerns; Maintains work standards; evaluates performance and recommends evaluation outcomes.

30% - 40% Coordinates, monitors and maintains the proper operation of all buildings, equipment and grounds; Keeps plants running at the best optimal performance level; May operate water treatment facilities and related equipment. May record the raw influent, final effluent and/or water in accordance with plant and EPA guidelines; Re-adjusts air to tanks, chlorine feed rates, wasting solids and other chemicals to maintain proper level of each; may complete daily operator reports; May conduct bi-weekly sampling as directed for laboratory; May perform field and grounds maintenance functions; Wires and/or installs equipment.

Schedules maintenance of facilities; Assists in the inspection and approval of maintenance projects; Inspects facilities, determines the most appropriate method of maintenance and/or repair; Monitors and responds to alarm calls and customer complaints; Coordinates resolution of maintenance-related problems. Prepares work orders; Orders parts, supplies and materials; Contacts vendors; Prepares purchase orders.

Coordinates and inspects the work of contractors. Maintains job records and prepares reports of work performed by outside contractors and employees; Maintains tool control and inventory of maintenance supplies.

10% - 20% Prepares a variety of documents and reports; prepares blueprints with job information for use in the field.

0% - 10% May assume Operation Manager's responsibilities in their absence.

Knowledge, Skills and Abilities:

Knowledge of (1) personnel and management principles and practices; (2) a variety of building maintenance methods, practices and techniques, tools, materials and equipment used in work; (3) departmental and applicable Ohio EPA rules and regulations; (4) high school geometry

Skill in (5) electrical, plumbing, carpentry, masonry, sheet metal, painting, plastering, steam fitting, refrigeration and heating; operation of lawn mowers, snow removal equipment and related tools and equipment; (6) the use of small tools and equipment; (7) the use of modern computer software programs

Ability to (8) follow and issue verbal and written instructions; (9) understand mechanical procedures (e.g. wiring, plumbing, heating, carpentry); (10) establish and maintain effective working relationships with co-workers, contractors and the general public; (11) perform manual labor tasks; (12) maintain preventive maintenance records; (13) complete safety training as required by federal, state and local standards; (14) to calculate fractions, decimals and percentages; (15) read and write common vocabulary; (16) prepare meaningful, concise and accurate reports.

Suggested Training and Experience Requirements:

High school diploma or equivalent with vocational/technical training in facilities maintenance, business management or a related field, with 5 years of facilities maintenance experience; or any combination of education and experience that provides the requisite knowledge, skills and abilities for this job. Must possess an Ohio Class I Water Systems license and a Commercial Drivers License. Must pass pre-employment drug test.

Additional Requirements:

This is a safety sensitive position and is subject to random drug and alcohol testing.

Must pass (test negative) DOT pre-employment drug test.

May work flexible hours based on needs of agency.

May work outdoors and in a variety of environmental conditions

Please send resume and application to Geauga County Commissioners

12611 Ravenwood Drive Suite #350, Chardon OH 44024

Attention: HR Administrator#2327 or e-mail to

bocjobs@geauga.oh.gov

Details at:

<https://boccc.geauga.oh.gov/public-notifications/job-opportunities>