City of Mason
Public Utilities Department
Job Announcement

www.imaginemason.org
Mason Community Profile

The City of Mason is considered one of the most desirable communities in the Cincinnati metropolitan area and has earned a reputation as a progressive, innovative community. The city is a destination for corporations seeking a thriving business environment and for families desiring attractive neighborhoods and nationally ranked schools. It is located in the southwest portion of Ohio, 22 miles northeast of Cincinnati and 30 miles south of Dayton.

Originally settled as the village of Palmyra in 1815 by Major William Mason, the community was renamed in his honor 20 years later. Incorporated in 1971, Mason is now one of Ohio’s fastest growing cities and now has 30,000 residents. Its 18 square miles are about 85% developed with a mix of businesses, commercial areas, and attractive residential neighborhoods with a wide range of housing types. A comprehensive planning process for the development of the city has helped preserve its small-town feel even as it has evolved into a modern city with attractive amenities.

Mason is strategically located between the Cincinnati region’s two most vital commerce corridors, Interstates 71 and 75, just north of the I-275 beltway. Businesses and residents have easy access to the metropolitan centers of Cincinnati and Dayton.

For air travelers, the Cincinnati/Northern Kentucky International Airport in northern Kentucky is about forty-five minutes away. Major regional and commuter airlines provide non-stop or direct service to cities throughout the United States, Canada, and Europe. Dayton Airport in Ohio is also about forty-five minutes away, and Port Columbus, Ohio, is about 90 minutes away. Private airports in Blue Ash and Cincinnati (Lunken Field) are nearby.

Almost all of the city is served by the Mason City School District, which has earned a perfect score and an “Excellent/Effective” rating on the state report card each year since 2000. It serves approximately 10,500 students. The city also has two private schools that educate about 1,000 students in grades one through eight. Higher education opportunities are available locally at Sinclair Community College in Mason and Miami University’s regional campus in West Chester. Main campuses within commuting distance are the University of Cincinnati, Miami University of Ohio, and smaller, private colleges.

Residents of the City of Mason have many recreational opportunities available at their doorstep. Two public golf courses, The Beach Waterpark, Great Wolf Lodge, and Kings Island amusement park all lie within city boundaries. The city is also home to the annual Western & Southern Open, a championship men’s and women’s tennis tournament. Seven city parks cover 301 acres and include fishing lakes, walking trails, ball fields, tennis courts, picnic shelters, and playgrounds. The Mason Community Center is one of the largest public recreation facilities in the state. It has a competition pool, leisure pool, gymnasium, field house, fitness area, walking track, senior center, café, and classroom and meeting areas. A continually expanding network of bike paths connects neighborhoods to schools, parks, and downtown.

Growth and development in Mason is expected to continue to meet or exceed the average growth of the economy because of Mason’s physical location, developable terrain, municipal facilities, services and utilities, and the progressive attitude and actions of city council, administration, and citizens.

Government in the City of Mason

Mason has a council/manager form of government. City Council hires the city manager, who is charged with administering the operations of city government and implementing policies enacted by Council. The city’s charter establishes guidelines for its operations.

The legislative body of Mason consists of a mayor and six council members who are elected at-large on a nonpartisan basis to serve 4-year terms of office, with a limit of two consecutive terms. The mayor is a council member elected by his or her fellow council members and serves as the executive head of council. The council also selects the vice mayor, who performs the duties of the mayor in his or her absence.

The council/manager form of local government combines the strong political leadership of elected officials in the form of council, with the strong managerial experience of an appointed city manager. The mayor and council members are the leaders and policy makers elected to represent the community and to concentrate on policy issues that are responsive to citizens’ needs and wishes. The city manager provides policy assistance and ensures that the entire community is being served.

The city manager carries out Council policies as he or she manages the day-to-day operations of the city with support from the city manager’s immediate staff, including the assistant city manager, human resources director, economic development staff, public information officer, information technology manager, and department heads. He or she has full authority over the appointment and removal of all municipal personnel.

Department heads are responsible solely to the city manager for carrying out the mission and responsibilities of their departments. Department heads include a finance director, service director, city engineer, parks and recreation director, superintendents of public utilities and public works, safety director, police chief, and fire chief. The department heads, together, with the immediate administrative team, make up the city manager’s leadership team.

The City of Mason has about 170 full-time employees and over 300 part-time staff. The total annual budget is over $80 million.
Public Utilities Director

This job announcement outlines factors of qualifications and experience identified as necessary and desirable for candidates for the indicated position to possess, and provides background information on the community and the City of Mason.

Importantly, this job announcement will be used as a guide in the recruitment process, providing specific criteria by which all applications will be screened and individuals selected for the interview, and for appointment consideration.

A completed application and résumé, with salary history, must be received for consideration. All applications must be submitted online at www.imaginemason.org. A résumé will not be accepted in lieu of the aforementioned information. Certification documentation will not be accepted at this time and will be destroyed if forwarded.

Candidate Qualifications Profile

Hiring Range: $85,000 to $104,879 DOQ
Classification: Classified
Reports To: City Manager or Service Director
FLSA: Non-exempt
Posted: June 2, 2016
Closes: Open until filled
Department: Public Utilities
Status: 40 hours per week

General Statement of Duties and Distinguishing Features of Class
Under administrative direction of the City Manager/Services Director oversees, supervises, and coordinates the operations and maintenance of the City’s Wastewater Treatment Plant, pumping stations, storm water service and sewer system within the Utilities Department; coordinates assigned activities with other departments, jurisdictions, outside agencies, and the general public;

This work involves the application of professional knowledge and operations of public utilities projects. Assignments are broad in scope, with opportunity for wide latitude in the use of independent professional judgment. Direction and coordination are provided over the activities of subordinate professional, technical, non-professional and clerical personnel. Strong and successful leadership and management skills required.

Examples of Work (Illustrative Only)
- Responsibility for the operations and maintenance of the City’s wastewater treatment plant, pumping stations, storm water services, and sewer system within the Utilities Department including ensuring that all treatment, reuse, and disposal activities meet permit compliance requirements.
- Coordinates storm sewer repairs with Public Works Director and City Engineer.
- Coordinates the organization, staffing, and operational activities for the wastewater treatment plant, storm water, pump stations and sewer system including assuming responsibility for critical decisions regarding operational changes, process control, maintenance priorities, scheduling, and compliance with the numerous regulations of multiple federal, state, and local agencies.
- Participates in the City’s Ice and Snow removal Teams
- Works with the Engineering and Building department Project Coordinator to manage the construction projects.
- Participates in the development and implementation of goals, objectives, policies, and priorities; recommends and implements resulting policies and procedures for the operation and maintenance of the Utilities Department.
- Identifies opportunities for improving service delivery methods and procedures; identifies resource needs; reviews with appropriate management staff; implements improvements.
- Directs, coordinates, and reviews the work plan for operations and maintenance functions, services, and activities at the wastewater treatment plant, pump stations, storm water and sewer system; assigns work activities and projects; monitors work flow; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve issues.
- preventative and corrective maintenance on all plant equipment; use and interpretation of SCADA control system(s).
- Suggests construction project teams involving construction management companies and contractors; coordinates Wastewater Treatment Plant operational needs with construction work efforts; follows City guidelines and directives to achieve goal of successful completion of construction projects.
- In conjunction with Human Resources assists with the selection, training, motivating, and evaluating assigned personnel; provides or coordinates staff and Manager development program; works with employees to correct deficiencies.
- Assist departmental employees in obtaining and maintaining required licenses
- Participates in the development and administration of assigned program budget; forecasts funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; recommends adjustments as necessary.
- Develops and recommends modifications to Wastewater Treatment Plant programs, policies, and procedures as
Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of wastewater treatment plant operations and maintenance.

- Responds to and resolves citizen and staff inquiries, concerns, and complaints in a timely and effective manner; responds to requests from regulatory agencies.
- Possible weekend work for hazardous spills and discharges.
- Performs related duties as required.

Skills, Knowledge, and Abilities: The following is preferred

- Holds a Class IV Wastewater Certified Operator license or ability to obtain in accordance with City’s timeline.
- Operational characteristics, services, and activities of a wastewater treatment plant and sewer lift stations.
- Principles and practices of program development and administration.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Pertinent federal, state, and local laws, codes, regulations, and permits including state and federal mandates affecting the operation of a wastewater treatment facility, the discharge of treated wastewaters, and safety regulations concerning industrial environments and hazardous materials.
- Wastewater treatment technology as it applies to secondary (activated sludge) treatment and tertiary/recycled water.
- Chemistry and microbiology principles.
- Understanding of SCADA controls systems.
- Sludge treatment practices as applied to digester gas recovery, sludge dewatering, and primary and secondary anaerobic digestion.
- Current methods, terminology, equipment, tools, and materials utilized in the operation, maintenance, and repair of a wastewater treatment plant and lift stations.
- Effectively supervise and develop subordinate employees.
- Prepare comprehensive reports and Departmental budget.
- Supervise and coordinate construction contracts.
- Maintain effective working relationships with fellow employees and the general public and other governmental agencies

Physical Requirements:

- Requires sitting at a desk for extended periods of time; use a PC workstation for extended hours;
- Lift up to 35 pounds routinely.
- Able to operate in varying degrees of changing inclement weather, including, but not limited to rain, snow, sleet, high and low temperatures.
- Communicate professionally, both in writing and verbally.
- Individual must be able to exit and enter vehicles routinely and visit site locations.
- Normal visual acuity, with or without correction.
- Normal audible acuity with or without correction.
DEPARTMENT MISSION STATEMENT

The mission of the City of Mason’s Water Reclamation/Public Utilities Department is to anticipate the needs of our customers and meet those needs by exceeding the public’s expectations through service that is respectful and compassionate.

Our team of workers strives to provide our community family with the highest quality of service possible and hold to the higher calling as protectors of the environment, and to provide a safe and healthy atmosphere for the citizens of Mason to live and thrive in.

DEPARTMENT DESCRIPTION

Over half the growth in population in the City of Mason has occurred in the last 15 years. In that same period, the Water Reclamation Plant underwent two expansions before the need for a new plant became critical. The new Water Reclamation Plant (WRP) was brought online on May 17, 2006, and allows for biological nutrient removal. The new plant is also designed to produce exceptional quality biosolids that are land applied by local farmers.

The Public Utilities Department is responsible for approximately 150 miles of sewer lines and 8 lift stations, including the one located at the WRP that transports an average daily flow of 5.5 million gallons of wastewater per day. When the wastewater makes its way to the WRP at 3200 Mason-Morrow-Millgrove Road, the operational branch of the department makes sure that the wastewater is properly treated before returning it to the environment. This is accomplished by daily sampling and laboratory tests done either on site or sent to an OEPA-approved laboratory.

Operations
The operations staff performs daily lab tests, operates the sludge drying facility, and performs general maintenance throughout the plant. Testing includes ammonia, carbonaceous biochemical oxygen demand (CBOD), pH and temperature, e-coli analysis, Settleometer analysis, and water hardness and biosolids sampling. These tests are performed to ensure that the city complies with OEPA guidelines. In addition, there is one staff member who is responsible for coordinating the Industrial Pretreatment Program, which includes pretreatment sampling and testing at industrial sites throughout Mason.

Maintenance
The maintenance staff performs daily operations that include maintenance and repair of plant equipment and maintaining the lift stations. The maintenance staff conducts sewer line smoke testing, televising, and cleaning. They also conduct inspections and respond to calls and complaints from residential and commercial locations throughout the City of Mason.

Collections System
Mason’s sewer system contains two main trunk sewers that transport most of the wastewater to the WRP. The U.S. 42 Trunk Sewer begins in the southwestern corner of the city and flows downstream in a northeasterly direction across central Mason to the WRP. Serving the area from the north to Castle Drive on the south, and from Butler-Warren Road on the west side to Mason-Montgomery Road and S.R. 741 on the east side, the U.S. 42 Trunk Sewer intercepts and conveys flow from the majority of the city.

The other main trunk sewer, the East Trunk Sewer, begins in the southeastern part of the city and flows along the eastern side of Mason to the WRP.

Industrial Pretreatment
The City of Mason received approval of its Industrial Pretreatment Program from the Ohio Environmental Protection Agency (OEPA) in September 1992. Since then, the city has worked closely with the OEPA and with industries in the City of Mason. Our goal is to continuously improve our program and build strong relationships with the industrial community while protecting the receiving waters. The City of Mason has consistently received high ratings from the OEPA annual pretreatment compliance inspection.

Currently there are 13 regulated industries within the City of Mason that include metal finishing and metal formation processes up to food processing industries. The City of Mason conducts annual inspections and regular meetings with all of the regulated industries within the city to discuss the program requirements and provide networking opportunities.

PERFORMANCE MEASURES

Although there are many factors that may measure a department’s performance, the most important measure for this department is the impact of our operations on the environment. Our goal is to minimize the impact to the greatest extent possible. This is accomplished in part by meeting or exceeding guidelines given to us by the federal and Ohio EPAs.

We are very proud of our latest OEPA evaluation. Although some minor violations are expected from time to time, the report shows a department that operates very efficiently, both economically (i.e., good stewards of public funds) and ecologically. Further, we have received awards from our insurance provider (MRVMA) for having no insurance claims.
Benefits Profile

- Public Employees Retirement System: 100% contribution paid by the City of Mason.
- High deductible health insurance plan. Employee portion of the premium is $50/month single, $100/month family. City of Mason owns its own insurance plan. Effective thirty days after hire.
- Vision coverage of $200 per dependent available for less than $4 per month.
- Dental coverage of $750 per dependent available for less than $6 per month.
- Vacation - 80 hours for year one through year four; 120 hours for the fifth through the ninth year, and 160 hours for the tenth and subsequent years. Contract employees to follow contract.
- Sick leave - Accrual rate of eight hours of sick leave for every thirty days worked (sick leave may not be taken while on probation).
- Life insurance policy of $100,000 during employment (city pays premium), with option to purchase for family members at a discounted rate.
- Funeral leave - up to three days.
- Probationary period of six months.
- Deferred compensation available (no match).
- Financial and professional support of related affiliate associations and membership.
- 1.12% percent earnings tax withheld.

No part of this Job Announcement is meant to imply a contractual relationship for the respective position and no person may alter this non-contractual relationship at any time.

Application Requirements

Applications for this position must be filled out online by visiting www.imaginemason.org and going to the employment page. It will take about two hours to complete the application and assessment tests. Applications must be submitted prior to the closing date listed above the candidate qualifications.

A résumé will not be accepted in lieu of requested material. Additional documentation will not be accepted at this time; any forwarded will be destroyed.

Equal Opportunity Employer
Women, Minorities, and Others are Encouraged to Apply

Please Apply Online