



**DEPUTY DIRECTOR
WATER & SEWER DEPARTMENT
Warren County, OH**

April 2024





OUR COMMUNITY

Our “Incredible County” is one of the fastest growing affluent communities in Ohio and was recently ranked the Top County for economic growth in the greater Cincinnati area. Nestled between the bustling Cities of Cincinnati and Dayton, the County is home to the bedroom communities of Mason, Lebanon, Springboro, and Waynesville. We are proud to be Ohio’s Largest Playground drawing visitors throughout the tristate area to major attractions including the Kings Island amusement park, Great Wolf Lodge, Ozone Zipline Adventures, the historic Golden Lamb, the Little Miami state and national scenic river, and the Fort Ancient prehistoric earthworks and nature preserve. The County is supported by excellent school systems, reasonable tax rates, and is home to vibrant, energetic, young professionals. It truly is a great community for work and play!



Ozone Zipline Adventures, Turtlecreek Township

Warren County is known for its world-class festival and events that cannot be experienced anywhere else, drawing over 13 million visitors annually. It is home to the Ohio Renaissance Festival, the Western and Southern Open tennis tournament, Waynesville Sauerkraut Festival, and Miami Valley Gaming Racino.

Our local economy is fueled by strong, successful companies that thrive in research, manufacturing, and distribution. We are home several large fortune 500 companies including Proctor & Gamble, Luxottica, Anthem Blue Cross & Blue Shield, ADVICS Manufacturing, L3 Harris Technologies, and Amazon.

The County invests heavily in education and boasts of numerous top school districts in southwest Ohio including William Mason, Kings, and Springboro districts. Many of our high school students earn college credits and associate degrees through Ohio’s College Credit Plus programs by attending school at nearby colleges including the University of Cincinnati, Miami University, Sinclair, and Cincinnati State. We have an unwavering commitment to fostering academic excellence and lifelong learning.



Warren County WATER & SEWER DEPARTMENT

405 Justice Drive, Lebanon, Ohio 45036

The Warren County Water and Sewer Department is a regional water and sewer service supplier that builds and operates world-class treatment facilities providing safe and reliable drinking water and wastewater treatment for our customers. The Department was established in 1961 as residential developments began to expand into Warren County from the Cincinnati area. Over the decades we have grown to be the largest department managed by the Warren County Board of County Commissioners with a 2023 operating budget of \$26.6 Million. As our customer base has expanded we have grown to be one of the 15 largest water and sewer utilities within the State of Ohio providing service to approximately 100,000 Warren County residents.

To meet the demands of both commercial and residential grow we have adopted a capital improvements program that focuses on efficient and effective infrastructure. With the addition 600 to 900 new customers per year we are continually rebuilding, expanding, and improving our treatment plants, pump stations, sewer collection system, and water distribution mains. On average we invest between \$6 to \$10 million annual in capital improvements. The recent completion of nanofiltration at our water plants in 2022 allows us to provide our customers with the highest quality softened water possible.

The financial health of the Water and Sewer Department is strong. As a self sufficient enterprise operation we do not accept moneys from the County's General Fund and all operations are supported through customer user fees. Our water and sewer rates are some of the lowest in Southwest Ohio. We stive to finance our capital improvements using reserve funds and we maintain low debt expense levels. Our 86 full time employees are hard working, dedicated, and committed to serving our customers.

The Department's central office is located in historic Lebanon, Ohio and we are organized into ten divisions with employees at facilities spread across the County.

Engineering This division is comprised of engineers, technicians, and inspectors that oversees the construction of new subdivisions and implementation of our capital improvement projects.

Data Management Using Trimble GPS survey equipment this group compiles information on our infrastructure, maintains record drawings, verifies field collected data and implements our asset management program.

Controls Systems Maintaining existing, replacing failed, and integrating new instrumentation and control equipment at our treatment facilities is the main focus of this group. They are also responsible for cybersecurity, telemetry, and the department's supervisory control and data acquisition (SCADA) system.

Backflow & Cross Connection Control This division works with Backflow Service, Inc to track, manage, implement, and administer the department's backflow management and cross-connection program. We currently have over 5,000 backflow prevention devices enrolled in our annual testing program.

Fiscal Operations This group comprised of customer service, fiscal clerks, utility billing, and office administration allows for our seamless operation.

Water Treatment Our two regional water treatment plants have a combined rated capacity of 23.4 million gallons per day (mgd) and pull water from buried valley aquifers along the Little Miami and Great Miami Rivers. The treatment plants and three booster pump stations push water into nine elevated water towers spread across the County in ten different pressure zones.

Wastewater Treatment The County owns and operates four wastewater treatment plants (WWTP) and is partial owner of the Franklin Regional WWTP. The County's Lower Little Miami WWTP is rated at 12 mgd and provides service to the Deerfield and Hamilton township areas. Sewer service to Waynesville, Corwin, and Harveysburg is provide from the County's Waynesville Regional WWTP which is rated at 0.7 mgd . The two remaining treatment plans are smaller providing service to small neighborhoods.

Water Distribution Our distribution crews stay busy maintaining 12.5 miles of transmission main, 573 miles of distribution main, 6,250 fire hydrants, 13,100 valves, and 7 pressure reducing stations.

Wastewater Collections Using a small fleet of vactor trucks, jet rodders, and camera equipment, the sewer collection crews maintain over 340 miles of sanitary sewers and 70 lift stations.

Laboratory We operate two Ohio EPA certified laboratories and our technicians and chemists perform tests on thousands of sample each year.

WATER & SEWER DEPUTY DIRECTOR

Reimagine your career and make a local impact with a job at Warren County! The Deputy Director will join the department's leadership team to implement the County's strategic plan and continue to forge a path forward to success. The County is seeking a forward-thinking leader with strong management, communication, and leadership skills.

SUMMARY OF RESPONSIBILITIES

Reporting to the Director and under their general direction, the Deputy will assist with oversight, planning, and administering the operations of the Water and Sewer Department. They will assist with the execution of special projects, meets with community officials, and performs other related duties as required. The Deputy will act on behalf of the Director when assigned and will exercise general administrative, decision making, and policy oversight with department divisions. They will assume the responsibilities of the Director in their absence.

Budgeting & Planning: The Deputy will engage in detailed financial planning and assist with the development of the Department's annual budget. The Deputy will meet with departmental divisions to identify and evaluate requested annual capital purchases. The Deputy will also assist with revenue and expense projections using these projections to evaluate and develop user rate increases.

Personnel Management: Assist the Water Department division leads with personnel issues (e.g., holds staff meetings; assign and review work; conducts personnel performance evaluations; develop performance improvement plans; administer discipline; handles grievances; interviews; recommends applicants; etc.).

Special Projects: Assist with implementation of special projects (e.g., software implementation, asset management, capital improvements, security upgrades, consumer confidence reports, etc.).

Capital Improvements: Assist with the planning and arranging for financing of capital improvements (apply for Ohio Public Work Commission grants and Ohio Environmental Protection Agency low interest loans, develops bond sale proposal, presentations to financial institutions, etc.). Reviews plans for new project subdivisions and enforces County and State codes.

Contract Negotiations: Assist with negotiations and preparation of intergovernmental agreements for purchase or sale of water and sewer services, directs supervisors to implement changes when necessary in order to comply with water and sewer agreements.

Capital Improvements: Managers capital projects, procures engineering services, reviews engineering designs and cost estimates, prepares construction bid packages, conducts public bids, awards contracts, and oversees construction.

Public Interaction Meets with and attends County Commissioner's meetings concerning water and sewer activities in the absence of the Director/Sanitary Engineer (e.g., appries of project status, operational problems, etc.). Receives and resolves public complaints. Meets with architects, engineers, contractors, trustees and municipal officials to resolve differences and reach agreement.



20 Mile Elevated Water Tower



Lower Little Miami Wastewater Treatment Plant



EDUCATION & EXPERIENCE

Position requires a bachelor's degree in civil, chemical, environmental, or mechanical engineering. Candidates must be registered as a Professional Engineer with the State of Ohio and have 15 years of experience pertaining to water and wastewater utility systems with a minimum of 5 years management experience. Candidates with a master's degree in engineering or business administration are preferred. Must possess and maintain an Ohio driver's license.

COMPENSATION & BENEFITS

Salary Range: \$110,000—\$140,000

- Public Employees Retirement System
 - 14 percent contribution by Warren county
 - 10 percent by employee
- Medical insurance cost covered by Warren County
- Dental and vision insurance
- Employee wellness program
- Health savings account
- Competitive compensation
- Variety of daily work
- Team of dedicated employees
- High job satisfaction
- Service to your community
- Paid vacation & holidays



Commissioners David Young, Shannon Jones, & Tom Grossmann



Nanofiltration treatment process at the Richard Renneker Water Plant

Visit www.co.warren.oh.us to download and complete application. Send application along with resume to WCCOMMAPP@CO.WARREN.OH.US.

Applications will be accepted until position is filled.