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 Kent 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 continuously 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.

Mason Community Profile

The City of Mason, the community is a leader in policy issues responsive to citizens' needs and wishes. The city manager provides policy assistance and

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 Manager/Assistant 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: $62,914.00 to $75,469.51
Classification: Classified
Reports To: Public Utilities Director or designee
FLSA: Exempt
Posted: August, 2017
Closes: Open until filled
Department: Public Utilities
Status: Full-Time, 40 hours per week

General Statement of Duties and Distinguishing Features of Class
Assists the Director of Public Utilities in the administration of the day-to-day operations and supervision of the Utilities Department including staff (Wastewater, Sewer Collection System, Stormwater Operations, Maintenance and Pre-Treatment) as it relates to functions and tasks in the department; does related work as required.

This is an important professional and administrative position involving responsibility for administering a comprehensive public utility program. Considerable judgment, initiative, and professional technical knowledge are required for making related decisions on problems. Responsible for the management principles required to maintain the provision of the Public Utilities Department and related services. May act as Director of Public Utilities.

Examples of Work (Illustrative Only)
An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform.

- Oversees the planning, organizing, coordinating, and directing activities of the Public Utilities Department;
- Responsible for the inspection and maintenance of wastewater, stormwater, sewer collection system, and pre-treatment equipment;
- Oversees the work of contractual personnel to assure compliance with City standards and specifications;
- Orders and maintains inventory of related equipment;
- Completes performance evaluation forms on employees;
- Responds to appropriate emergencies;
- Exercises general supervision over the development of plans and designs for utility structures such as stormwater and sanitary sewer improvements in conjunction with other departments;
- Ensures routine maintenance projects are completed timely, professionally, and efficiently, ensuring projects meet or surpass compliance regulations for water and wastewater facilities as set by local, state and federal standards;
- Exercises general supervision of the personnel for the Public Utilities Department;
- Coordinates policies and methods of operation as they relate to maintenance, stormwater, pre-treatment and sanitary work;
- Compiles information and projections to aid in the preparation of annual budget requests. Monitors established budget and utilizes authorized budgetary and purchasing procedures.
- Prepares periodic and annual reports as assigned or requested (Ohio EPA, laboratory, pretreatment, collection):
- Responsible for leading, managing, developing, mentoring, and evaluating the performance of assigned employees;
- Meets with the public, businesses and other interested parties in order to discuss their related public utilities issues;
- Exercises administrative supervision over the operation and inspection of facilities;
- Performs related work as assigned.

Skills, Knowledge, and Abilities: The following is preferred
- Ability to plan and supervise the work of others, demonstrated sound professional judgment.
- Knowledge of the federal, state and local regulations governing utilities construction, operations, management and reporting requirements.
- Skill in assembling and analyzing data, preparing comprehensive and accurate reports and formulating policy and service recommendations.
- Skill in effectively communicating ideas and concepts orally and in writing, and making presentations in public forums.
• Skill in the use of office equipment and technology, including computers and related software, and the ability to master new technologies.
• Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with elected and appointed Officials, employees, project contractors, representatives of other governmental units, professional contacts, other City administrators, and the public.
• Ability to critically assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations.
• Considerable knowledge of business management practices as they apply to the operation of the department.
• Able to express self clearly and concisely, orally and in writing.
• Ability to assist with Ice and Snow Operations.

Minimum Education, Experience and Requirements
• Broad knowledge of modern principles and practices of public utility operations, extensive and detailed knowledge of the operation of a wastewater plant, collection system, pre-treatment systems and stormwater operations.
• Broad knowledge of the principles and practices of environmental issues as they relate to wastewater and stormwater.
• Operator IV license preferred or ability to obtain
• Operate heavy equipment; including a CDL truck and vac truck combination unit
• Experience managing maintenance and treatment plant operations personnel desired
• Industrial Pretreatment Program experience desired
• Wastewater laboratory experience desired
• Computers and related electronic equipment.
• Radio, telephone and other communication devices.
• City vehicle maintained and operated in a professional manner in line with respective polices and regulations.

Physical Requirements:
• Perform moderate to heavy manual labor for limited periods of time in often adverse conditions.
• Travel to and gain access to work site.
• Sight (corrected or uncorrected).
• Audio/Hearing (corrected or uncorrected).
• Physical mobility within office environment as well as in the plant, on construction sites and at other customer facilities.
• Ability to direct and handle emergency and stressful situations.
• Ability to operate necessary equipment, including a motor vehicle.
• Communicate clearly and concisely, orally or written.
• Lift, position, and move objects and/or equipment -- thirty (30) pounds or greater without assistance, and seventy (70) pounds or greater with assistance.
• Negotiate, use, or work with or in the vicinity of potentially
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.

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.

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 Bethany Road on 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: 14% contribution paid by the City of Mason, 10% by employee.

- 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 $50,000 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