



**BOARD OF COUNTY COMMISSIONERS**  
**WARREN COUNTY, OHIO**  
406 Justice Drive, Lebanon, Ohio 45036  
[www.co.warren.oh.us](http://www.co.warren.oh.us)  
[Commissioners@co.warren.oh.us](mailto:Commissioners@co.warren.oh.us)

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OFFICE OF MANAGEMENT AND BUDGET

POSITION AVAILABLE

JOB CLASSIFICATION TITLE: DEPUTY DIRECTOR  
DEPARTMENT: WATER AND SEWER  
PROBATIONARY RATE: DISCRETIONARY – BASED ON EXPERIENCE  
PAY RANGE: #C  
SCHEDULED HOURS: 40 HOURS PER WEEK  
CIVIL SERVICE STATUS: UNCLASSIFIED

SEE ATTACHED CLASSIFICATION SPECIFICATION FOR MINIMUM  
QUALIFICATIONS AND ILLUSTRATIVE DUTIES OF THIS POSITION

POSTING PERIOD: THIS NOTICE IS BEING POSTED FOR A PERIOD OF TIME NOT LESS THAN SEVEN (7) CONSECUTIVE CALENDAR DAYS, BEGINNING MARCH 7, 2024.

VISIT [WWW.CO.WARREN.OH.US](http://WWW.CO.WARREN.OH.US) AND COMPLETE THE APPLICATION AS FOLLOWS: CLICK ON JOB POSTINGS THEN CLICK ON WARREN COUNTY APPLICATION FOR EMPLOYMENT, THEN DOWNLOAD TO YOUR DESKTOP AND EMAIL THE COMPLETED APPLICATION TO: [WCCOMMAPP@CO.WARREN.OH.US](mailto:WCCOMMAPP@CO.WARREN.OH.US) PLEASE CONTACT SUSAN SPENCER WITH QUESTIONS AT: 513-695-1747.

APPLICATIONS WILL BE ACCEPTED UNTIL POSITION IS FILLED.

WARREN COUNTY IS AN EQUAL  
OPPORTUNITY EMPLOYER

# YOU WILL HIT THE *BULLSEYE* WORKING FOR WARREN COUNTY

## PERKS & BENEFITS WORKING FOR WARREN COUNTY



### WORK ENVIRONMENT

- Work/Life Balance
- Job Stability



### PAID TIME OFF

- Holidays - 11.5 annually
- Vacation - 2 weeks after 1st year



### BENEFITS

- Health Insurance\*



### RETIREMENT

- 14% employer contribution into the Ohio Public Retirement System\*

**Health Insurance** - Available after 30 days, 2 Med/Rx plan choices with monthly family premium range from **\$270 to even \$0 (5x cheaper than the private sector)**; \$0 premium cost for Dental, Vision, Life, HSA, FSA, EAP, Weight Watchers, On-site Biometrics & Day Off Work (Dave's Day for Your Life) and many more!

**Retirement** - Ohio Public Employee Retirement System; Employee 10%/Employer 14% of earnings (pre-tax)

VISIT [WWW.CO.WARREN.OH.US](http://WWW.CO.WARREN.OH.US) FOR ALL JOB POSTINGS.  
QUESTIONS CALL: SUE SPENCER 513.695.1747

**WARREN COUNTY COMMISSIONERS  
POSITION DESCRIPTION**

Page 1 of 3

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**Position Title: Deputy Director**

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|--------------------|-----------------------------------|------------------------------|---------------------|
| <b>Department:</b> | <b>Water &amp; Sewer</b>          | <b>FLSA Status:</b>          | <b>Exempt</b>       |
| <b>Reports To:</b> | <b>Director/Sanitary Engineer</b> | <b>Civil Service Status:</b> | <b>Unclassified</b> |
| <b>Pay Range:</b>  | <b>C</b>                          | <b>Employment Status:</b>    | <b>Full-time</b>    |
| <b>Work Hours:</b> | <b>8:00 A.M. to 5:00 P.M.</b>     | <b>Lunch:</b>                | <b>Unpaid</b>       |
| <b>Probation:</b>  | <b>365 Days</b>                   |                              |                     |

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**JOB RESPONSIBILITIES:**

Under general direction, assists with planning, directing and administering the operations of the Warren County Water and Sewer Department, assists with the establishment and administration of special projects, meets with community officials, and performs other related duties as required. Assume the responsibilities of the Director/County Sanitary Engineer in his/her absence.

**QUALIFICATIONS:** Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed above. An example of an acceptable qualification for this position is:

Demonstrates a comprehensive knowledge of management, supervision, engineering, accounting, water chemistry and hydraulics; experience and/or training in the operations of water and sewer systems and treatment facilities.

**LICENSURE AND CERTIFICATION REQUIREMENTS:**

1. State of Ohio Professional Engineer's Certificate.
2. Bachelor's degree in Civil Engineering or related field (Master's degree in Engineering or Business Administration preferred)
3. Valid Ohio Driver's License.

**ESSENTIAL FUNCTIONS:**

1. Assist with planning, directing and administering the operations of the Warren County Water and Sewer Department (e.g., assist with the development and administering departmental policies; assist with fiscal activities; assist with the development of department budget; etc.).

**WARREN COUNTY COMMISSIONERS  
POSITION DESCRIPTION**

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2. **Assist with the supervision of the Water Department division heads (e.g., holds staff meetings; assigns and reviews work; conducts personnel performance evaluations; discipline; handles grievances; interviews; recommends applicants; etc.).**
3. **Assist with implementation of special projects (e.g., software implementation, asset management, capital improvements, security upgrades, consumer confidence reports, etc.).**
4. **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.).**
5. **Act as the Department Director in his/her absence.**
6. **Attend and assist with public hearings.**
7. **Researches, develops proposals and applies for Federal grants.**
8. **Meets with and attends County Commissioner's meetings concerning water and sewer activities in the absence of the Director/Sanitary Engineer (e.g., apprises of project status, operational problems, etc.).**
9. **Obtains approval for major projects and policy changes.**
10. **Receives and resolves public complaints.**
11. **Reviews plans for new project construction (e.g., public improvements, new subdivisions, etc.) and enforces County and State codes.**
12. **Meets with architects, engineers, contractors, trustees and municipal officials to resolve differences and reach agreement.**
13. **Maintains required certificate(s) and a valid Ohio driver's license.**
14. **Demonstrates a regular and predictable attendance.**
15. **Follows all safety and health practices of the Warren County Board of Commissioners as described in the attached addendum.**

**OTHER DUTIES AND RESPONSIBILITIES:**

1. **Performs other duties requested by the Department Director/Sanitary Engineer.**

**WARREN COUNTY COMMISSIONERS  
POSITION DESCRIPTION**

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**KNOWLEDGE, SKILLS AND ABILITIES:** (\* indicates developed after employment)

**Knowledge of:** management; supervision; agency goals and objectives; agency policies and procedures; personnel management; employee relations; engineering, accounting; budgeting; State and Federal laws, rules and regulation governing water and sewer facilities; water hydraulics; water chemistry; research methods; public relations.

**Ability to:** understand engineering principles; use proper research in gathering data; establish a friendly atmosphere as a department head; discuss financing and bonding requirements; prepare and deliver statements before specialized groups; resolve complaints from angry citizens; define problems, collect facts and draw valid conclusions; negotiate collective bargaining agreements.

**My signature below signifies that I have reviewed the contents of my position description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Warren County Commissioners Personnel Policy Manual.**

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(Employee's Signature)

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(Date)

**Date Adopted:  
Date Revised:  
posdes.255**