



**New Lebanon, Ohio
Service Department Superintendent**

Village of New Lebanon, Montgomery County, Ohio is now accepting resumes for the position of Full-Time Service Department Superintendent. Only qualified applicants meeting the standards set forth below will be considered.

HOURS OF WORK: 7:00AM-3:30PM Monday through Friday
Must be able to respond to after-hour emergency conditions as necessary. Hours can vary to meet job demands.

RATE OF PAY: \$66,809 to \$75,899 annually.

General Description:

The Village of New Lebanon, Ohio (pop. 3,712) is a small rural community in Montgomery County, Ohio located 12 miles west of Dayton seeking an experienced Full-Time Service Department Superintendent. To succeed in this role the ideal candidate will need to effectively communicate and be focused on delivering high-quality results. We are looking to add a department head who can demonstrate strong leadership skills, motivated by success, and someone capable of working towards achieving higher results. The department consists of 5 full-time service workers, a working foreman, and has a current operating budget of \$ 2.7 million.

The Service Department Superintendent works under the general direction of the Municipal Manager and is responsible for providing leadership, management, and assistance to the Service Department. This is an administrative, supervisory, and technical work position. The position requires a working knowledge of all public works and administrative responsibilities for the village infrastructure including the divisions of water, sanitary sewer, storm sewer systems, streets, parks and state highways. The superintendent functions as a working administrator for planning, supervision and coordination for all the activities of the department. Supervises the operation and the inspection of public works projects with consulting engineers in the design of such projects. This position assists in the planning and direction of the routine and emergency operations, maintenance, and repair of the village's infrastructure systems including the water, sanitary sewer, and storm sewer systems. Participates in making and implementing budget recommendations; coordinate and supervise village contracts under their areas of responsibility; directs operations for compliance with regulatory agency rules, regulations, and safety requirements; responds to emergency conditions. This position oversees and prepares the departmental operating budget and confers with the Municipal Manager on formatting the Capital Improvement Program. Coordinates and implements all mandates of the Ohio and Federal EPA. Broad knowledge of modern principles and practices of the public works administrations and civil engineering. Thorough knowledge of the laws and regulations relating

to departmental activities. Demonstrate the ability to supervise public works activities in a coordinated manner. Ability to establish and maintain effective working relationships with subordinates, other agencies, and the public. Initiative and resourcefulness in handling day-to-day problems. Performs all tasks and duties as assigned.

Job Duties: Supervision of employees, thorough knowledge of the departments' standard operating procedures and safety practices; responsible for the operation and maintenance of the village infrastructure. Assists in the analysis of the village's infrastructure and makes recommendations regarding improvements and maintenance. Administer the Department's fiscal affairs to ensure that realistic estimated annual budgets are prepared and adhered to, and available resources are converted into maximum effective service department. Communicates with residents and provides the highest quality of service impartially within the policies and framework established by the village; works with all levels of employees within the organization and represents the department and village. Performs other duties as assigned.

Minimum qualifications:

1. Must possess and retain a valid Ohio driver's license and be insurable through the village's insurance carrier.
2. A minimum of three years of experience in a public works department or related industry with a thorough knowledge of skilled maintenance and construction work.
3. Must have a High School Diploma or GED.
4. Proficiency with current computer technology and job-specific software.
5. Possess or be able to obtain a Class A-CDL within one (1) year of employment.

Interested parties should complete and employment application and include a resume and cover letter to Mr. Rob Anderson, Acting Village Manager, 198 South Clayton Road, New Lebanon, Ohio 45345. Resumes will be accepted until the position is filled, but the first review of resumes will begin on **August 5, 2024**. For questions or additional information please call (937) 687-1341 or send an email to randerson@newlebanonoh.org.

The Village of New Lebanon is an Equal Opportunity Employer.