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**INTERNAL JOB POSTING
SANITARY FACILITIES MANAGER**

The Board of Preble County Commissioners will accept applications for the full time, unclassified, FLSA exempt position of a Sanitary Facilities Manager. Interested individuals may obtain a classification specification which outlines the responsibilities of this position including qualifications and duties. The pay range for this position is \$21.26 - \$29.42 per hour.

Applications may be obtained in the Commission Office located on the 1st Floor of the Preble County Courthouse, 101 East Main Street in Eaton, Ohio, between the hours of 8:30 A.M. and 4:00 P.M., Monday thru Friday. This internal job posting is also published on the Preble County Commission's website, www.prebco.org. To access the help wanted ad notice, click on job opportunities on the left side of the home page at www.prebco.org. Applications will be accepted until 4:00 P.M. on February 12, 2010.

Preble County is an equal opportunity employer.

Internally Posted: February 8, 2010 . February 12, 2010

CLASSIFICATION SPECIFICATION

**TITLE: SANITARY FACILITIES
MANAGER**

CLASSIFICATION SPECIFICATION

PREBLE COUNTY
An Equal Opportunity Employer

TITLE: SANITARY FACILITIES MANAGER

JOB RESPONSIBILITIES: (Performs other related duties as required)

Performs a variety of managerial, supervisory and administrative duties related to planning, organizing, directing and coordinating the engineering, construction, operation and maintenance of the Preble County Sanitary Landfill. The appointing authority over this position is the Board of Preble County Commissioners. The Sanitary Facility Manager is under the general direction of the Sanitary Engineer.

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

Completion of secondary education and three years experience in engineering technology, environmental sciences or related programs or equivalent. Have two years in supervisory capacity. Must possess a valid Ohio Motor Vehicle operators license.

% of time	ILLUSTRATIVE DUTIES:(The duties listed below are intended to depict tasks performed by this classification.)
50%	Directs, coordinates and manages the ongoing operations of the Preble County Sanitary Landfill; oversees and participates in the planning, designing, engineering, construction and maintenance. Assures operational compliance with State and Federal requirements; assists and coordinates county/state inspection personnel as needed to evaluate the county operation. Assigns reviews and assists with the completion of field and office work. Provides direction and solves operational problems.
5%	Develops and implements standard operating policies and procedures and patron rules and regulations.
5%	Recommends discipline and commendation for employees which includes the evaluation of employee performance. Ensures that safety practices and procedures are in place and complied with.
10%	Serves as liaison to the public and various local and state agencies as needed to establish and maintain effective public relations. Communicates with the Health Department and EPA representatives to discuss compliance problems/issues, new regulations and standards. Researches new methods and procedures for the operational needs of the Preble County Sanitary Landfill.
25%	Prepares the operating budget for the Preble County Sanitary Landfill, Preble County Sewer Districts #2 and #3. Monitors the expenditures and receipts of the Preble County Sanitary Landfill, Preble County Sewer Districts#2 and #3 to assure compliance with budget limitations and goals. Administers the above mentioned budgets and directs

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5%	<p>procedures to assure compliance with established fiscal guidelines are met. Reviews billings for accuracy and completeness and assures that all equipment purchases, requisitions, supplies and materials conform to county needs and goals. Assists in the preparation of bids for the purchase of major equipment needs. Prepares and oversees the billing and collection of user fees for Preble County Sewer Districts#2 and #3. Oversees and manages the repayment of the bond retirement funds and other loans.</p> <p>Performs other related duties as required.</p>
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