



Employment Opportunity

Bureau Chief - Bureau of Utilities

\$65,583 ~ \$70,000 Hiring Range (Grade M01)

Exempt Position ~ 40 hours weekly with full benefit package

(Salary commensurate with experience)

Apply By: Friday, April 20, 2018 @ 5:00 p.m.

GENERAL RESPONSIBILITIES Manage the overall direction, coordination and evaluation of the Bureau. Ensure the continuous and efficient operation and maintenance of water, water distribution, wastewater and wastewater collection systems or facilities in accordance with Federal, State and local laws.

ESSENTIAL TASKS include the following; other duties may be assigned

1. Perform supervisory responsibilities in accordance with the current Carroll County Personnel Ordinance, County policies and applicable laws
2. Formulate goals, policies, programs, procedures, and work schedules for the Bureau
3. Compile reports required by management or government agencies and prepare presentations on complex projects
4. File reports and notifications as required by federal and/or state permits
5. Manage Bureau budget and resources
6. Research new and developing technologies for water and sewer processes and facilities
7. Determine work procedures, prepare work schedules, and expedite workflow
8. Consult legal counsel to ensure policies, procedures, and practices comply with Federal, State, and local laws
9. Assign duties and examine work for exactness, neatness, and conformance to policies and procedures
10. Study, develop and standardize procedures and policies to improve efficiency and ensure continuous and safe operations
11. Report to work outside of normal work hours for emergency operations
12. Address errors and complaints
13. Apply principles, practices, laws and regulations for water, water distribution, wastewater, and wastewater collection systems or facilities management
14. Work with Board of County Commissioners and state/local/municipal agencies in facility planning issues and projects

EDUCATION AND EXPERIENCE

1. Bachelor's degree in Engineering, Business Administration or related field, including courses in design, drafting, hydraulics and pneumatics
2. Six years experience in the operation of water and wastewater treatment facilities; including three years supervisory experience

A comparable amount of training and experience may be substituted for the minimum qualifications.

CERTIFICATES, LICENSES, REGISTRATIONS

1. Valid driver's license

A Carroll County Government job application is required for this position

Apply on-line: ccgovernment.carr.org

Call the Carroll County Job Hotline at (410) 386-2020 to request an employment application or call (410) 386-2129 for employment inquiries

Posted: 3/29/18
(18-89)

Carroll County is an equal opportunity employer