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**POSITION TITLE**

# Administrator of Maintenance

**Salary**

\$103,371.84 - \$108,813.12 Annually

**Location** Toledo, OH

**Job Type** Full-Time

**Job Number** 2024-00712

**Department**

**Division** Public Utilities

1 position in Water Treatment

1 position in Water Reclamation

**Opening Date** 10/02/2025

**Closing Date** 1/1/2026  
11:59 PM Eastern

**POSITION SUMMARY:**

Under general direction, the Administrator of Maintenance manages, plans, directs and controls all the maintenance activities related to the Collins Park Water Treatment Plant, intake structures and required distribution system facilities, together or at the Bay View Wastewater Treatment Plant and required collection system facilities, together This is accomplished to prevent loss of service, assure Safe Drinking Water Act compliance and meet the requirements of the Ohio EPA License to Operate a Water Supply System or to assure NPDES permit compliance and meet the requirements of the U.S. EPA Consent Decree.

**ESSENTIAL JOB FUNCTIONS:**

- Confers with Plant Manager and Sr. Staff to resolve maintenance issues, implements measures to improve the operation of equipment and overall condition of equipment with standardization.
- Utilizes the principles of an infrastructure asset management program and a Computerized Maintenance Management System (CMMS) to achieve reliability with assets at the Plant. This position is the primary person responsible for the Plants asset lifecycle analysis, planned asset replacement and specifically the planned and preventative measures taken to prevent failures and loss of service.
- Supervises all plant maintenance sections including mechanical, electrical, instrumentation, storeroom staff and associated superintendent and supervisors,

## **Department of Public Utilities**

advises on Plant renovation/construction projects, prepares and administers budget for section

- Makes purchases, prepares bid specifications and cost estimates, analyzes bids, recommends awards of contracts, administers contracts and assures contract compliance with contractors.
- Assures operability for all vehicles, generators, equipment spare parts and capability for emergency planning and mitigation measures for planned and unplanned events.
- Participates in union and labor relations, contract negotiations; enforces City Administrative Policies and Procedures, collective bargaining agreements, & divisional/departamental work rules and regulations
- Hears and investigates employee complaints/grievances and recommends disposition of same; ensures that appropriate disciplinary action is taken when necessary; initiates, reviews and follows-up on employee disciplinary matters as needed
- Conducts and/or participates in employee selection procedures and performs many personnel related duties.
- Assures a succession planning and training program is in place for employees to develop skills and or certifications necessary to adequately staff the Plant with competent laborers and the required technical and skilled trades. This may be accomplished with but not limited to apprenticeship programs, contractors, training and education allowances in the collective bargaining unit agreement or with in house peer training programs.
- Maintains the standards of local, state and federal regulatory agencies for asset management including upkeep of any maintenance reliability requirements for Safe Drinking Water Act compliance.
- Performs daily, weekly, monthly and annual planning, organizing, scheduling and evaluating long-term preventive, predicted and corrective maintenance. Generates reports as needed.
- Assures related inventory, parts, materials (equipment, chemicals, etc.) are available when needed. Assures inventory through audits.
- Writes procedures, holds staff meetings, performs walk around inspections of all Plant areas including hazardous areas.
- Facilitates safe work practices and participates in divisional safety committee.
- Creates divisional capital and operational maintenance budget, performs purchasing procedures, writes requests for proposal and writes / administers contracts for contractors, vendors and suppliers.
- Develops and implements policies pertaining to divisional activities, plant shutdowns and safety.
- Evaluates the performance of maintenance superintendent and supervisors and coordinates or plans training activities related to maintenance staff, generates reports, reviews data, documents and tracks work accountability and other related duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:**

- The technical subject matter utilized in the maintenance of a water treatment plant
- Federal, state and local rules and regulations affecting section operations
- Bargaining unit agreement governing section personnel
- Supervisory principles
- Asset management, succession planning, and Computerized Maintenance Management Systems (CMMS)
- Ohio EPA and U.S. EPA rules and regulations governing water treatment processes
- Budgeting principles, purchasing and fiscal management
- Research and analytical methods.

**Skill in:**

- Developing, implementing, and evaluating policies and procedures
- Verbal and written communication
- Preparing complex technical and/or administrative reports

**Ability to:**

- Establish and maintain effective working relationships with others
- Plan, coordinate and supervise the work of others
- Collect and analyze complex data
- Solve problems
- Represent the division when interacting with the public

**REQUIRED EDUCATION, EXPERIENCE, AND CERTIFICATIONS:**

- Graduation from an accredited college or university with a Bachelor's Degree in Engineering, Applied Sciences, Industrial Automation & Electronics, Facilities Management, Public Administration, Business Administration, or closely related field
- Five (5) years of responsible experience in the engineering, maintenance or operations section of a water or wastewater treatment plant or similar plant operation of which three (3) years must have been in a leadership or supervisory capacity.
  1. Certification by the State of Ohio EPA as a Class I Water Supply or Water Reclamation Professional Operator or an equivalent certification from another state is desirable.

**OR**

- Graduation from an accredited college or university with an Associate's Degree in Engineering, Applied Sciences, Industrial Automation & Electronics, Facilities Management, Public Administration, Business Administration, or closely related field
- Seven (7) years of responsible experience in the engineering, maintenance or operations section at a large (> 10MGD, maximum design flow) water or wastewater

treatment plant or similar plant operation, including five (5) years of experience as a supervisor.

- Must possess certification by the State of Ohio EPA as a Class I Water Supply or Water Reclamation Professional Operator or an equivalent certification from another state.
  1. An applicant with an equivalent license from another state must obtain reciprocity from the State of Ohio EPA before their application will be considered.

**OR**

- Graduation from high school or General Educational Development (GED) Test equivalency and ten (10) years of responsible experience in the engineering, maintenance or operations section at a large (> 10MGD, maximum design flow) water or wastewater treatment plant or similar plant operation including seven (7) years of experience as a supervisor.
- Must possess certification by the State of Ohio EPA as a Class III Water Supply or Water Reclamation Professional Operator or an equivalent certification from another state.
  1. An applicant with an equivalent license from another state must obtain reciprocity from the State of Ohio EPA before their application will be considered.

**PREFERRED EDUCATION, EXPERIENCE AND CERTIFICATIONS:**

- None

**PHYSICAL DEMANDS:**

**The physical demands described within this job description must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

In this position, the incumbent will frequently sit working at a desk. The incumbent will need to be able to stand and walk, and/or drive to multiple locations using a company vehicle. At various job sites, the incumbent may need to occasionally navigate stairs and slippery or uneven surfaces around areas of the plant. Hearing seeing with proper depth and color perception as well as writing are essential abilities for this position.

**WORK ENVIRONMENT:**

**The work environment described within this job description will be encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**



## Department of Public Utilities

The incumbent will frequently work indoors with occasional need to work outdoors and travel to various worksites. The position will occasionally require extended work hours. The position will occasionally involve exposure to various levels of background noise ranging from low office noises to higher level industrial noise in the plant. The incumbent may rarely be exposed to hazardous materials such as chemicals used in the treatment process and vibration from the operation of machinery and will need to be able to use proper personal protective equipment as needed.

**If you need assistance or an accommodation, or if you have questions about completing the online application, please contact the Department of Human Resources at (419) 245-1500**

**Class Code:** Administrator Public Services 2 (7361)

### **Where to Apply:**

<https://www.governmentjobs.com/careers/toledooh/jobs/1242602/safety-and-training-specialist-water-reclamation?pagetype=jobOpportunitiesJobs>

In order to apply for jobs with the City of Toledo, all applicants must have a valid email address and create a governmentjobs.com profile.

### **Equal Opportunity**

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Questions- please call  
419-245-1500

**Address:** One Government Center, ste 1920, Toledo, OH 43604

### **Website**

<http://toledo.oh.gov/services/human-resources/>