

Village of Middlefield, Ohio

TITLE: Utility System Specialist & Operator

Department: Water & Wastewater- Utility Department

Reports To: Plant Operations Manager

FLSA Status: Full-Time / Non-Exempt

Position Summary

The **Utility System Specialist & Operator** serves as the primary lead for the Village's Backflow Prevention, Metering & Distribution, and GIS Mapping programs. This technical role ensures the safety, accuracy, and compliance of the water and wastewater infrastructure. Under the supervision of the Plant Operations Manager, the Specialist balances high-level program management with hands-on maintenance, inspection, and emergency response.

Primary Areas of Responsibility

1. Backflow Prevention & Compliance

- **Program Oversight:** Act as the lead liaison between the Utility Department and commercial/industrial customers to ensure system integrity.
- **Inspections:** Survey and monitor the installation of backflow devices; perform hazard assessments for new and existing businesses.
- **Regulatory Management:** Review annual certification tests, verify tester credentials, and ensure failing devices are repaired or replaced immediately.
- **Administration:** Maintain and configure the backflow prevention database; generate compliance notices and facilitate testing for past-due accounts.

2. Advanced Metering Infrastructure (AMI) & Distribution

- **Network Monitoring:** Manage the remote monitoring system to identify leaks, elevated consumption, and communication errors.
- **System Maintenance:** Organize and execute the replacement of meters, radios, and repeaters based on life-cycle analytics.
- **Monthly Billing Reads -** Capture monthly readings for Billing Clerk
- **Billing Support:** Collaborate with the Billing Clerk to resolve service orders, verify readings, and formulate corrective actions for consumption abnormalities.
- **Procurement:** Work with the Village Administrator to source and procure new metering infrastructure.

3. GIS Mapping & Data Integrity

- **Infrastructure Digitalization:** Update and maintain GIS mapping for critical collection and distribution points.
- **Regulatory Reporting:** Annually review and update the Lead Service Line database in accordance with EPA mandates.

4. Plant & Field Operations

- Assist in the daily operation and maintenance of the Water and Wastewater Treatment Plants.
- Maintain accurate maintenance records and ensure all facility areas are kept in a professional, safe condition.

Village of Middlefield, Ohio

TITLE: Utility System Specialist & Operator

Department: Water & Wastewater- Utility Department

Reports To: Plant Operations Manager

FLSA Status: Full-Time / Non-Exempt

JOB REQUIREMENTS

Education & Experience

- **Required:** High School Diploma or GED.
- **Certifications:** Must possess an **Ohio Class 1 Water Supply EPA Certificate***
Must possess an **Ohio Class 2 Waste Water Operator Certificate***
* If candidate does not possess Ohio Class 1 Water Supply and Class 2 Waste Water Certificate, must have ability to obtain a Class 1 Water and Class 2 Wastewater license within 12 months of hire.
- **Software:** Proficiency in Microsoft Office (Excel) and experience with computer-based maintenance/GIS programs.

Core Competencies

- **Communication:** Ability to interact tactfully with public officials and residents, especially regarding service interruptions.
- **Reliability:** Overtime and emergency on-call response can be required as needed.
- **On Call:** This position requires 1 week per month of on call status. For being on call a monthly stipend is paid and if called in overtime/wages as applicable are paid to the employee.

Physical Requirements

- Ability to lift/move up to 50 pounds.
- Ability climb ladders.