

Board of Municipal Utilities
Meeting Minutes
April 1, 2025
201 Miller Road
Avon Lake, Ohio

Call to Order – Roll Call

The meeting was called to order at 7:00PM after the conclusion of the work session. The meeting was held in-person using web-based video conferencing technology and streamed live over Facebook and YouTube.

Present: Mr. Dzwonczyk, Mr. Mondello, Mr. Rickey, Mr. Rush, and Mrs. Schnabel.

Also present: CUE Munro, CUO Yuronich, Business & Financial Coordinator Logan, Attorney Anthony Coyne of Mansour Gavin and Officer Rig of the Avon Lake Police Department.

Approve Minutes

Mr. Dzwonczyk presented the Minutes of the March 18, 2025 regular meeting. With no additional changes, additions or corrections noted, he ordered that the minutes stand and be distributed as presented.

Public Speakers

None.

Correspondence

None.

Expenditures

Following review of expenses for funds and amounts as follows, Mr. Rickey moved, Mrs. Schnabel seconded, to approve the expenditures of March 14 through March 27, 2025:

Water Fund 701	\$	143,439.86
Water Distribution Fund 723	\$	82,876.57
Wastewater Fund 721	\$	126,942.45
Sewer Collection Fund 722	\$	83,779.95
ETL1 Fund 703	\$	6,075.67
ETL2 Fund 762	\$	5,665.86
LORCO Fund 749	\$	2,146.34
Water Construction Fund 704	\$	1,046,964.93

Ayes (per voice vote): Dzwonczyk, Mondello, Rickey, Rush, and Schnabel

Nays: None

Motion carried.

Sheffield/RLCWA/ALRW Agreement

Mr. Munro presented a recap of the Village of Sheffield, Rural Lorain County Water Authority (RLCWA) and Avon Lake Regional Water (ALRW) agreement for the purchase of water by the Village of Sheffield. Mr. Munro stated that the original agreement between all three entities expired and that this amendment was a six-month extension for the Board's consideration. Mr. Munro added that although ALRW was part of the original agreement, the long-term agreement would only include Sheffield and RLCWA. The Village of Sheffield does not have a direct connection to ALRW's distribution system but are connected to RLCWA.

Mr. Dzwonczyk inquired if ALRW would need to formally end this amendment when RLCWA and the Village of Sheffield finalize their new agreement. Mr. Munro replied that he would look into it and Mr. Dzwonczyk stated that it would make sense to memorialize it.

Mrs. Schnabel moved, Mr. Rush seconded, to authorize the CUE to execute "Amendment No. 2 to Water Purchase Agreement: between Rural Lorain County Water Authority, Village of Sheffield, and Avon Lake Regional Water as presented.

Ayes (per voice vote): Dzwonczyk, Mondello, Rickey, Rush, and Schnabel

Nays: None

Motion carried.

Senior Operator – Water Filtration Plant

Mr. Yuronich informed the Board that when Mr. Gibboney was hired as the WFP Manager, ALRW's Senior Operator had left to fill the management position that Mr. Gibboney had vacated in Huron. Mr. Yuronich stated that the Senior Operator position had been unfilled for the last two years and added that after the operator's and Mr. Gibboney had had some time to get settled with each other the open position of Senior Operator was posted internally. Mr. Yuronich stated that operator Brandon Brown had applied for and impressed both he and Mr. Gibboney with his willingness to go above and beyond what is expected of an operator. Mr. Yuronich stated that effective March 24, 2025 Mr. Brown was moved to Senior Operator – Step 4 at \$35.86 per hour. Mr. Dzwonczyk inquired if this is adding a person to the staff. Mr. Yuronich responded that there are two open positions at the WFP and that once those positions are filled, Mr. Brown will concentrate more as the relief operator and cover the shifts until a new full-time operator is hired and is ready to operate on their own. Mr. Yuronich added that duties of the Senior Operator will be introduced to Mr. Brown as his schedule allows. Mr. Dzwonczyk inquired what level of certification Mr. Brown holds. Mr. Yuronich stated that Mr. Brown currently holds an OEPA Class III treatment license. Mr. Munro added that when this position was created, all candidates must possess a Class III license to be considered and must earn a Class IV license to reach the top step of the pay scale.

Project Updates

Power Plant Update: Mr. Yuronich informed the Board that ALERG had gotten a demolition permit now that they are approaching the final stages of their demolition project and will be tearing down what remains of the main building and brick façade along Lake Rd. Mr. Yuronich stated that ALERG is aware of the requirements and will excavate, cut and cap its water and sanitary sewer connections and will ensure that ALRW staff are notified so that this work can be inspected, documented and approved prior to filling the excavation back in. Mr. Munro added that while some members of the Avon Lake community had previously gotten a demolition permit it was because the property in question was still utilizing the active water and sewer connections and that ALRW was actively monitoring the progress and ensuring that when the

time was right, ALERG would obtain the demolition permit and the disconnections would be completed and properly inspected by ALRW.

ETL Design Services: Mr. Yuronich informed the Board that the updated legal descriptions and proposed easements are complete and letters to the property owners were mailed March 27, 2025. Mr. Yuronich stated that Attorney Connie Carr will lead communication with the property owners. Mr. Yuronich added that First Energy owns a majority of the properties where easements are required, and that discussions are underway. Mr. Dzwonczyk inquired if the closing of Moore Rd. had anything to do with this project and Mr. Munro responded that it did not as the railroad was performing unrelated maintenance at that crossing.

WFP Improvements: Mr. Yuronich stated that The Great Lakes Construction Company (GLC) had completed the vertical columns for the new chemical feed structure and will now begin on creating a temporary work area at the level to begin forming and pouring the horizontal roof-support structure. Mr. Yuronich also informed the Board that GLC has placed the rebar for the base-slab of the new filters and that pouring of that slab had taken place prior in the day.

SCADA Communication Upgrade: Mr. Yuronich informed the Board that all of the work related to the original network traffic overload had been completed. Mr. Yuronich stated that all of the fiber optic converters have been replaced with the most current hardware. Mr. Yuronich added that the new server room work will be taking place as soon as the chemical feed improvements are completed and the chemical feed equipment that is currently housed in the location of the future dedicated server room can be removed. Mr. Yuronich stated that the dedicated server room will be added as a separate project when the time is appropriate. Mr. Yuronich informed the Board that the SCADA communication upgrade project is now closed out.

Techwin Project: Mr. Yuronich informed the Board that ALRW staff are currently working with the insurance adjustor that is handling the damage claim for Techwin to address the equipment damaged during transport of the container. Mr. Yuronich stated that a majority of the electrical gear needed to power the hypochlorite generator has arrived and installation will begin the week of April 7, 2025.

CUE Report

Mr. Munro informed the Board that he and other members of the Ohio American Water Works Association - Water Utility Council will be travelling to Washington D.C. the week of April 7, 2025 to discuss the needs of utilities with Ohio's legislators. Mr. Munro stated that he also has individual meetings scheduled with Senator Bernie Moreno, Senator Jon Husted and Congressman Bob Latta. Mr. Munro added that the Cleveland Water Alliance had spoken with Congressman Latta about the Techwin project. Mr. Munro stated that it will be a very busy but ultimately beneficial few days with the representatives of Ohio in Washington D.C.

Miscellaneous & Member Reports

Mr. Rickey stated that he had met with Jack Gaydar to review the invoices from the Walker Rd. repair and had his questions answered. Mr. Rickey also stated that he would be attending the LORCO meeting next Thursday, April 10, 2025.

Mr. Dzwonczyk stated that he and Mr. Munro had met to review the plans for expansion of the administration building and expects movement on that project in the near future. Mr. Munro added that he had passed those comments on to Sixmo and would expect updated drawings by the end of the week.

Public Speakers

None.

Executive Session

The CUE requests to meet Executive Session to discuss the compensation of a public employee and pending or imminent court action. The CUE stated that based on discussion in the executive session the Board may take formal action upon reconvening the public meeting.

Mr. Rush moved, Mr. Rickey seconded, to meet in executive session as allowed by ORC §121.22 (G)(1) and (G)(3) to discuss the compensation of a public employee, and pending or imminent court action and to include the CUE, the CUO, the Business & Financial Coordinator and Attorney Anthony Coyne of Mansour Gavin.

Ayes (per roll-call vote): Dzwonczyk, Mondello, Rickey. Rush and Schnabel

Nays: None

Motion carried.

The Board entered Executive Session at 7:26 PM

The public meeting was reconvened at 7:43 PM.

Based on discussion in the Executive Session, Mr. Munro stated there are three (3) recommended motions for new job descriptions and one (1) recommended motion for updated non-bargaining position salary ranges.

Job Descriptions

With no further discussion, Mr. Dzwonczyk moved, Mr. Rush seconded to establish the job description for Business Development Director per the presented job description dated April 1, 2025.

Ayes (per voice vote): Dzwonczyk, Mondello, Rickey, Rush, and Schnabel.

Nays: None

Motion carried.

Mr. Rush moved, Mr. Dzwonczyk seconded, to establish the job description for Senior Professional Engineer per the presented job description dated April 1, 2025.

Ayes (per voice vote): Dzwonczyk, Mondello, Rickey, Rush, and Schnabel.

Nays: None

Motion carried.

Mrs. Schnabel moved, Mr. Rickey seconded, to establish the job description for Professional Engineer per the presented job description dated April 1, 2025.

Ayes (per voice vote): Dzwonczyk, Mondello, Rickey, Rush, and Schnabel.

Nays: None

Motion carried.

Non-Bargaining Salary Ranges

Mr. Munro stated that based on discussion in the earlier work session, and follow-up discussions in the Executive Session, staff recommends the approval of new salary ranges for non-bargaining positions. The new salary ranges are based on the American Water Works Association 2024 Compensation Survey for large and medium sized water and wastewater utilities.

Furthermore, it was discussed to apply an annual inflationary adjustment to non-bargaining salary ranges based on the OPERS annual Cost of Living Adjustment (COLA) for retirees as it is published in February of each calendar year. The OPERS COLA is capped at three percent (3%) annually, is based on the Consumer Price Index for wages, and would be added annually beginning in 2026 to the high end of the salary ranges.

Having no further discussion, Mr. Dzwonczyk moved, Mr. Mondello seconded, to set salary ranges for non-bargaining positions effective April 1, 2025, in accordance with the following, and to adjust the high end of non-bargaining salary ranges annually, beginning February 2026, based on the Ohio Public Employees Retirement System (OPERS) as published in February of each calendar year:

<i>Position</i>	<i>Range</i>
<i>Chief Utilities Executive</i>	<i>\$82.91/hour – \$121.11/hour</i>
<i>Business Development Director</i>	<i>\$66.39/hour – \$99.52/hour</i>
<i>Chief of Utility Operations</i>	<i>\$60.32/hour – \$91.07/hour</i>
<i>Business & Financial Coordinator</i>	<i>\$47.60/hour – \$71.30/hour</i>
<i>Engineering Services Manager</i>	<i>\$60.40/hour – \$90.22/hour</i>
<i>Water Filtration Plant Manager</i>	<i>\$44.14/hour – \$65.09/hour</i>
<i>Water Reclamation Facility Manager</i>	<i>\$42.11/hour – \$63.83/hour</i>
<i>Facilities & Asset Manager</i>	<i>\$40.48/hour – \$60.01/hour</i>
<i>Engineer</i>	<i>\$34.03/hour – \$49.79/hour</i>
<i>Professional Engineer</i>	<i>\$38.89/hour – \$57.68/hour</i>
<i>Senior Professional Engineer</i>	<i>\$45.78/hour – \$68.50/hour</i>

Ayes (per voice vote): Dzwonczyk, Mondello, Rickey, Rush, and Schnabel.

Nays: None

Motion carried.

Mr. Rush requested to enter Executive Session to discuss the compensation of a public employee, and to include only Board members. Based on discussion in the Executive Session, the Board may take formal action upon reconvening the public meeting.

Mr. Rush moved, Mr. Dzwonczyk seconded, to meet in executive session as allowed by O.R.C. §121.22 (G) (1) to discuss the compensation of a public employee and to include Board members.

Ayes (per roll call vote): Dzwonczyk, Mondello, Rickey, Rush, Schnabel

Nays: None

Motion carried.

The Board entered Executive Session at 7:49 PM

The public meeting was reconvened at 8:43 PM.

Based on discussion in the Executive Session, Mr. Rush moved, Mr. Dzwonczyk seconded, to set the CUE compensation at \$96.92 per hour, plus the current contractual benefits including the current automobile allowance.

Ayes (per voice vote): Dzwonczyk, Mondello, Rickey, Rush, and Schnabel.

Nays: None

Motion carried.

Adjourn

As there was no further business, Mr. Rush moved, Mr. Dzwonczyk seconded, to adjourn.

The meeting adjourned at 8:44 PM.

Ayes (per voice vote): Dzwonczyk, Mondello, Rickey, Rush, and Schnabel.

Nays: None

Motion carried.

Approved April 15, 2025.

John Dzwonczyk, Chairman

Rob Munro, Clerk

AMENDMENT NO. 2 TO WATER PURCHASE AGREEMENT

THIS AMENDMENT No. 2 is executed this 1st day of April, 2025 (the "Effective Date") by and between **RURAL LORAIN COUNTY WATER AUTHORITY** ("RLCWA"), **VILLAGE OF SHEFFIELD, OHIO**, ("Sheffield" and **AVON LAKE REGIONAL WATER BY AND THROUGH THE CITY OF AVON LAKE, OHIO** ("Avon Lake") (collectively the "Parties").

WHEREAS, the Parties entered into a twenty (20) year Contract for the purchase and sale of water to Sheffield on March 30, 1982;

WHEREAS, the Parties amended the Contract on December 13, 1999 to extend the Contract through March 30, 2025 ("Amendment No. 1");

WHEREAS, the Parties desire to further extend the Contract to permit additional time to finalize a new water purchase agreement between RLCWA and Sheffield;

NOW, THEREFORE, the Agreement is hereby amended as follows:

1. Section 1, **Extension** of Amendment No. 1 is hereby deleted in its entirety and replaced with the following:

The term of the Contract is hereby extended by agreement of the Parties until October 1, 2025.

2. Section 5, **Meter Reading and Billing** of the Contract is hereby deleted in its entirety and replaced with the following:

The master meter or meters will be read on or about the last day of each month during the term of the Contract, and Sheffield will be billed on or about the first of the next succeeding month for the full amount of water shown by the master meter to have been delivered since the last monthly reading thereof, or the minimum per Section 2 above. The bill shall be payable in full to RLCWA without any discount by the 20th day of the month when the billing is rendered, and if not paid timely a penalty of ten percent (10%) shall be added and collected. If any bill has not been paid within thirty (30) days after issuance, RLCWA may discontinue furnishing water to Sheffield.

3. Section 6, **Water Rates** of the Contract is hereby deleted in its entirety and replaced with the following:

Upon the Effective Date, Sheffield shall pay RLCWA at a rate of \$1.86 per 1,000 gallons of water measured at the point of connection described in Section 3.

4. The Parties acknowledge and agree that the foregoing amendments are expressly intended to restructure the billing relationship such that RLCWA will bill Sheffield directly, and Sheffield shall in turn pay RLCWA directly.

5. All other provisions of the Agreement not inconsistent with this Amendment No. 2 shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, the Parties have executed this Amendment No. 2 by and through their authorized representatives below.

RURAL LORAIN COUNTY WATER AUTHORITY


Joe Waldecker, General Manager

VILLAGE OF SHEFFIED, OHIO

Bob Markovich, Mayor

**AVON LAKE REGIONAL WATER BY AND
THROUGH THE CITY OF AVON LAKE, OHIO**


Robert K. Munro, Chief Utilities Executive

Job Title: Business Development Director

Organization: Avon Lake Regional Water

Immediate Supervisor: Chief Utilities Executive

Positions Supervised: Engineering Services Manager, Facilities & Asset Manager, Business & Financial Coordinator

FLSA Status: Exempt

Bargaining Unit: N/A

GENERAL RESPONSIBILITIES:

This senior leadership role is responsible for overseeing system expansion, capital project planning, business growth, and financial sustainability to ensure continued high-quality water and wastewater services for the service area. The Business Development Director will drive infrastructure development, foster regional partnerships, and align business objectives with Avon Lake Regional Water's mission and regulatory requirements.

GENERAL QUALIFICATIONS:

1. Bachelor's degree in Business Administration, Public Administration, Engineering, Urban Planning, or a related field is required. Master of Business Administration or similarly related graduate degree preferred.
2. 10-plus years of experience in utility management, planning, economic development, and/or business strategy.
3. Experience in capital project planning, infrastructure development, and financial analysis.
4. Familiarity with regulatory agencies such as the United States EPA, Ohio EPA, Jobs Ohio, and Team NEO.
5. Possession of a valid driver's license with an acceptable driving record.

SPECIFIC DUTIES

Under limited supervision from the Chief Utilities Executive, shall perform a variety of technical and routine tasks including but not limited to:

Strategic Planning & Business Development

- Develop and implement long-term growth strategies for Avon Lake Regional Water, including system expansion and regional collaboration.
- Identify and pursue economic development opportunities, including partnerships with municipalities, businesses, and developers.

- Oversee water and wastewater service agreements and negotiations with external entities.
- Analyze demographic, economic, and infrastructure trends to inform business and capital planning decisions.
- Identify and recruit potential management candidates for expanding organization.

Infrastructure & Capital Project Planning

- Lead the development of master plans and capital improvement programs to ensure the long-term reliability and efficiency of water and wastewater systems.
- Collaborate with engineering and operations teams to assess infrastructure needs and prioritize investments.
- Identify opportunities and secure funding for major projects through grants, loans, and alternative financing mechanisms.
- Ensure capital projects align with regulatory requirements, customer needs, and ALRW goals.

Financial & Economic Sustainability

- Develop business models and metrics to enhance revenue streams while maintaining affordable rates for customers.
- Support the development of financial plans, including rate structures and funding strategies.
- Conduct cost-benefit analyses for potential projects and business opportunities.
- Evaluate potential acquisitions, partnerships, and regional service expansions.

Regulatory & Policy Leadership

- Monitor and influence local, state, and federal policies affecting water and wastewater utilities.
- Represent Avon Lake Regional Water in discussions with regulatory agencies, industry organizations, and legislative bodies.
- Ensure compliance with environmental regulations and advocate for policies that support the utility's mission.

Stakeholder Engagement & Public Relations

- Build strong relationships with bulk customers, municipal leaders, economic development organizations, and industry partners.
- Engage with customers, businesses, and community stakeholders to promote goals and initiatives of ALRW.
- Lead public outreach efforts related to planning initiatives, system expansions, and infrastructure investments.

Leadership Team Building

- Act as stand-in for Chief Utilities Executive in
 - Temporary assignments
 - Leadership functions
 - Organizational liaison
 - Training and coaching of staff

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

The job description does not constitute an employment agreement between the employer and the candidate and is subject to change by the employer as the needs of the employer and the requirements of the job change.

The successful applicant should possess at a minimum the general qualifications, plus abilities to:

1. Work independently as a strategic thinker, with a strong business acumen, focusing on long-term growth and viability.
2. Exhibit strong leadership and negotiation skills.
3. Develop knowledge of water and wastewater systems, infrastructure planning, and financing.
4. Demonstrate ability to build partnerships with government entities, businesses, and stakeholders.
5. Exhibit excellent communication and public speaking skills.
6. Develop proficiency in financial modeling, GIS, and project management tools.
7. Be available in the absence of the Chief Utilities Executive, represent the organization as required and/or needed.

Within the first year, the successful applicant should learn and demonstrate:

1. Strong understanding of Avon Lake Regional Water's services, infrastructure, and strategic goals.
2. Familiarity with regional economic development initiatives and how water infrastructure supports business growth.
3. Comfortable relationships with key stakeholders, including municipal officials, economic development agencies, and business leaders.
4. Professional presentations to stakeholders regarding Avon Lake Regional Water's services and regional benefits.

5. Fluency in trends of economic development, infrastructure funding, and water utility expansion to support strategic decision-making.
6. Articulation of a business development roadmap for Avon Lake Regional Water.
7. Ability to work with internal teams (engineering, finance, operations) to coordinate feasibility studies and service expansion plans.
8. Production of grant applications and funding initiatives that enhance Avon Lake Regional Water's infrastructure capabilities.
9. Ability to manage multiple business development initiatives simultaneously and meet deadlines effectively.
10. Demonstrate problem-solving and critical thinking when addressing challenges related to water and wastewater service expansion.
11. Ability to implement and follow the employer's quality standards as required.

The physical/mental demands described here are representative of the position to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

1. Ability to sit, stand, and walk for extended periods, particularly during meetings, site visits, and industry events.
2. Occasional lifting of materials such as reports, marketing materials, and presentation equipment (up to 25 lbs).
3. Frequent use of computer and office equipment, requiring manual dexterity, visual focus, and repetitive motion.
4. Ability to travel locally and regionally for client meetings, conferences, and business development activities.
5. Strong analytical and problem-solving skills to assess business opportunities, market trends, and regulatory requirements.
6. High level of focus and attention to detail when developing proposals, reviewing contracts, and conducting research.
7. Ability to manage multiple priorities and deadlines in a fast-paced environment with changing demands.
8. Strong interpersonal and communication skills, including the ability to engage with diverse stakeholders and negotiate effectively.
9. Resilience and adaptability to handle challenges, shifting priorities, and complex decision-making processes.
10. Strategic thinking and creativity to identify innovative business development solutions and regional growth opportunities.

This role requires a balance of independent initiative and collaborative teamwork, as well as the ability to work under pressure while maintaining professionalism and sound judgment.

Job Title: Senior Professional Engineer

Organization: Avon Lake Regional Water

Immediate Supervisor: Engineering Services Manager

Positions Supervised: Engineer, Professional Engineer, Infrastructure Technician/Specialist

FLSA Status: Non-Exempt

Bargaining Unit: N/A

GENERAL RESPONSIBILITIES:

Under limited supervision, perform office and field technical work including, but not limited to:

- Construction site inspection, data collection, and recordkeeping.
- Oversee and manage infrastructure asset management including geospatial and hydraulic modeling of the water and sewer systems.
- Lead engineering staff in the design and drafting of sanitary sewer and/or waterline project plans and specifications.
- Review plans for commercial and residential development within the City of Avon Lake for adherence to Avon Lake Regional Water standards.
- Apply professional engineering, mapping, and surveying principles and techniques in performing these duties.

This is a multi-disciplinary role combining engineering, supervision, GIS/asset management, inspection, drafting, data analysis, and other skills into one, dynamic position.

GENERAL QUALIFICATIONS:

1. College graduate from a four-year Accreditation Board of Engineering & Technology (ABET) approved program with a bachelor's degree in engineering (civil or mechanical preferred).
2. At least five (5) years of experience in engineering work as a licensed Professional Engineer, preferably related to public infrastructure.
3. Must possess an Ohio Professional Engineer's License (P.E.) from the Board of Professional Registration for Engineers and.
4. Possession of a valid driver's license and acceptable driving record.

SPECIFIC DUTIES

Under limited direction from the Engineering Services Manager, shall perform a variety of technical and routine tasks including but not limited to:

1. Lead engineering design projects including laying out water and/or sewer lines with AutoCAD, preparing specifications and bidding documents, developing construction cost estimates, overseeing bidding, and preparing permits to install.
2. Lead construction project administration including construction oversight, change management, payment processing, and punch list/closeout.
3. Lead in the development of computerized preventive/predictive maintenance and data management systems, taking lead on key areas of data collection, manipulation, and analysis.
4. Lead and direct other engineering staff on routine GIS tasks, including performing data collection and management, preparing maps, datasets, and summary reports to support organization projects and programs. Analyze and perform quality checks on all Asset Management and GIS data.
5. Lead maintaining, updating, and verifying the hydraulic model of the water system.
6. Perform field work associated with the duties above.
7. Lead in updating and maintaining paper and computerized files, records, databases, and standards. Retrieve and create drawings, reports, and maps.
8. Operate a variety of office and technical tools and equipment in order to best complete duties, including computers, printers, scanners, cameras, and surveying equipment.
9. Perform additional functions/tasks as needed to assist other engineer staff.
10. Respond to routine inquiries from the public and/or other government officials.
11. Perform the duties of the Engineering Services Manager, as needed and as appropriate.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

The successful applicant should possess at a minimum the general qualifications, plus abilities to:

1. Fluently use AutoCAD and ESRI ArcGIS software.

2. Accurately and precisely prepare standards and calibrate electronic field surveying and data acquisition equipment.
3. Interpret and follow both oral and written instructions, procedures, and supervisory direction.
4. Expertly read and prepare engineering plans, specifications, legal descriptions, easements, maps, and software manuals.
5. Exhibit innovation, organization, and self-motivation, while multitasking.
6. Ability to learn new tools, software, and processes as project needs demand.
7. Communicate effectively, orally, graphically, and in writing.
8. Oversee other engineering staff and give direction as required.
9. Successfully manage and oversee projects through completion and orderly recordkeeping.

Within the first year, the successful applicant should learn and have:

1. Competency with engineering standards and practices of the utility.
2. Familiarity with Ohio EPA permit-to-install (PTI), SWPPP, and Ten State Standards for Water and Wastewater requirements.
3. Skills in reading land descriptions, maps, drawings, charts, plans, survey records and notes and aerial photos.
4. Knowledge of principles and practices of file and records management.
5. Ability to perform standard and complex office/field tasks including inspection.
6. Knowledge of office and field quality control procedures.
7. Skills and knowledge of standard field practices and safety.
8. Proficiency operating surveying equipment and software.
9. Ability to implement and follow the employer's quality standards as required.
10. Sensitivity and proficiency in employee management and development.

The physical/mental demands described here are representative of the position to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Capability to work in any existing office, treatment plants, field environments, utility property, or distribution/collection network.

2. Capability to talk and hear, stand, walk, use stairs, sit; use hands and fingers to handle or feel objects, tools, or controls; and reach.
3. Withstand noise level in the work environment (usually moderate and sometimes may be high in the field and at the plants).
4. Adequate hearing and speech to communicate effectively in person and over the telephone. Sufficient composure to interact with potentially abusive and/or irate customers and respond appropriately.
5. Capability to climb or balance, stoop, kneel, crouch and reach.
6. Adequate vision abilities for close vision and the ability to adjust focus.
7. Capability to handle instrumentation with care and safety.
8. Adaptable to work independently or in a team environment. Capable of leading other team members.
9. Capability to work accurately and calmly under pressure, with ability to handle several tasks at the same time.
10. Capability to work safely without presenting a direct threat to self or others.
11. Capability to physically operate ordinary employer vehicles safely.
12. Capability to tolerate ordinary levels of exposure to chemical compounds found in an office environment, construction sites, water and wastewater treatment facilities, confined spaces, loud noises, construction hazards, dust and/or fumes, heavy equipment, hot and cold temperatures, and severe weather.
13. Possess sufficient mental capacity to make independent decisions.
14. Ability to perform job duties on sites having limited access due to rough grading and/or in various stages of on-going construction.
15. Capability of safely lifting and/or moving up to 50 pounds.
16. Availability to work overtime as needed.

Job Title: Professional Engineer
Organization: Avon Lake Regional Water
Immediate Supervisor: Engineering Services Manager
Positions Supervised: N/A
FLSA Status: Non-Exempt
Bargaining Unit: N/A

GENERAL RESPONSIBILITIES:

Under general supervision, perform office and field technical work including, but not limited to:

- Construction site inspection, data collection, and recordkeeping.
- Aid in infrastructure asset management including geospatial and hydraulic modeling of the water and sewer systems.
- Assist in the design and drafting of sanitary sewer and/or waterline project plans and specifications.
- Apply elementary engineering, mapping, and surveying principles and techniques in performing these duties.

This is a multi-disciplinary role combining engineering, GIS/asset management, inspection, drafting, data analysis, and other skills into one, dynamic position. The person filling this role may not initially have all of the qualifications, skills, and abilities but will be required to gain most or all of them.

GENERAL QUALIFICATIONS:

1. College graduate from a four-year Accreditation Board of Engineering & Technology (ABET) approved program with a bachelor's degree in engineering (civil or mechanical preferred).
2. Must possess an Ohio Professional Engineer's License (P.E.) from the Board of Professional Registration for Engineers and.
3. At least four (4) years of experience in engineering work, preferably related to public infrastructure.
4. Possession of a valid driver's license and acceptable driving record.

SPECIFIC DUTIES

Under general direction from the Engineering Services Manager and/or Senior Staff Engineer, shall perform a variety of technical and routine tasks including but not limited to:

1. Assistance with engineering design projects including laying out water and/or sewer lines with AutoCAD, preparing specifications and bidding documents, developing construction cost estimates, overseeing bidding, and preparing permits to install.
2. Assistance with construction project administration including construction oversight, change management, payment processing, and punch list/closeout.
3. Assistance in the development of computerized preventative/predictive maintenance and data management systems.
4. Assistance with routine GIS tasks, including performing data collection and management, preparing maps, datasets, and summary reports to support organization projects and programs. Analyze and perform quality checks on all Asset Management and GIS data.
5. Assistance with maintaining, updating, and verifying the hydraulic model of the water system.
6. Performance of field work associated with the duties above.
7. Assistance in updating and maintaining paper and computerized files, records, databases, and standards. Retrieval of and creation of drawings, reports, diagrams, charts, and maps.
8. Operation of a variety of office and technical tools and equipment necessary to best complete duties, including computers, printers, scanners, cameras, drafting, analysis, and surveying equipment.
9. Performance of additional functions/tasks as needed to assist other engineer staff.
10. Responses to occasional inquiries from public and/or other government officials, in and outside of the utility.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

The successful applicant should possess at a minimum the general qualifications, plus abilities to:

1. Fluently use AutoCAD and ESRI ArcGIS software.
2. Interpret and accurately follow both oral and written instructions, procedures, and supervisory direction.
3. Read and prepare engineering plans, specifications, legal descriptions, easements, maps, and software manuals.
4. Exhibit innovation, organization, self-motivation, while multitasking.
5. Ability to learn new tools, software, and processes as project needs dictate.
6. Ability to communicate effectively, orally, graphically, and in writing.

Within the first year, the successful applicant should learn and have:

1. Competency with engineering standards and practices of the utility.
2. Ability to familiarize with Ohio EPA permit-to-install (PTI), SWPPP, and Ten State Standards for Water and Wastewater requirements.
3. Skills in reading land descriptions, maps, drawings, charts, plans, survey records and notes and aerial photos.
4. Knowledge of principles and practices of file and records management.
5. Ability to perform standard and complex office/field tasks including inspection.
6. Knowledge of office and field quality control procedures.
7. Skills and knowledge of standard field practices and safety.
8. Proficiency operating surveying equipment and software.
9. Ability to implement and follow the employer's quality standards as required.

The physical/mental demands described here are representative of the position to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Capability to work in any existing office, treatment plants, and field environments, on utility property or distribution/collection network.
2. Capability to talk and hear, stand, walk, use stairs, sit; use hands and fingers to handle or feel objects, tools, or controls, and reach.
3. Withstand noise level in the work environment (usually moderate and sometimes may be high in the field and at the plants).
4. Adequate hearing and speech to communicate effectively in person and over the telephone. Sufficient composure to interact with potentially abusive and/or irate customers and respond appropriately.
5. Capability to climb or balance, stoop, kneel, crouch and reach.
6. Adequate vision abilities for close vision and the ability to adjust focus.
7. Capability to handle instrumentation with care and safety.
8. Capability to work independently or in a team environment.
9. Capability to work accurately and calmly under pressure, with ability to handle several tasks at the same time.
10. Capability to work safely without presenting a direct threat to self or others.
11. Capability to physically operate ordinary employer vehicles safely.
12. Ability to tolerate ordinary levels of exposure to chemical compounds found in an office environment, construction sites, water and wastewater treatment facilities, confined spaces, loud noises, construction hazards, dust and/or fumes, heavy equipment, hot and cold temperatures, and severe weather.
13. Possess sufficient mental capability to make independent decisions.
14. Ability to perform job duties on sites having limited access due to rough grading and/or in various stages of on-going construction.
15. Capability of safely lifting and/or moving up to 50 pounds.
16. Availability to work overtime as needed.