



**ASHTABULA COUNTY BOARD OF COMMISSIONERS  
INSIDE/OUTSIDE JOB POSTING**

**for**

**Director, Ashtabula County Department of Environmental Services (Water & Wastewater)**

**Job Title:** Director  
**Department:** Ashtabula County Department of Environmental Services (ACDES)  
**Immediate Supervisor:** County Administrator  
**Salary Range:** \$90,000 – \$115,000 annually. Starting compensation will be determined based on the candidate’s qualifications, experience, and overall alignment with the needs of the Department. A comprehensive benefits package is included.

**POSITION OVERVIEW**

The Ashtabula County Board of Commissioners is seeking a dynamic and experienced professional to lead the Department of Environmental Services. This leadership position is responsible for leading and managing departmental staff, overseeing utility operations, and guiding the long-term planning and improvement of the County’s water and wastewater infrastructure.

The ideal candidate will demonstrate strong leadership abilities and experience at leading high-performing teams, as well as the ability to manage complex operations and effectively coordinate the work of employees, engineers, consultants, and contractors supporting the County’s environmental infrastructure.

The Director provides strategic leadership and supervision for a diverse team of employees, including water and wastewater superintendents, operators, technicians, and administrative staff. The position emphasizes effective personnel management, operational coordination, and the ability to build strong working relationships across departments. This position plays a key role in maintaining critical public infrastructure and ensuring the efficient and compliant delivery of essential services to the community.

The Director works collaboratively with County leadership, consultants, regulatory agencies, and community stakeholders to support responsible infrastructure management, secure external funding opportunities, and ensure long-term service reliability.

**KEY RESPONSIBILITIES**

Under the direction of the County Administrator, the Director will:

- Provide leadership, supervision, and professional development for departmental staff, including water and wastewater superintendents, operators, technicians and operators.
- Foster a positive and accountable work environment that emphasizes communication, teamwork, safety, and operational excellence.
- Coordinate the work of department personnel, consultants, engineers, and contractors to ensure efficient operation of water and wastewater systems, including maintenance activities, system improvements, and infrastructure projects.
- Develop and administer departmental budgets and oversee financial planning and purchasing activities.
- Lead planning efforts related to capital improvements, system upgrades, and long-term infrastructure sustainability.

- Coordinate with grant agencies, engineers, consultants, and regulatory partners to ensure compliance with grant requirements, reporting obligations, and project timelines.
- Identify and pursue grant funding opportunities and oversee grant administration to support infrastructure and operational initiatives.
- Maintain accurate records and prepare reports regarding departmental operations, projects, and performance.
- Address community concerns and coordinate with other County departments and outside partners regarding environmental services operations.
- Perform other related duties as assigned.

## **MINIMUM QUALIFICATIONS**

Completion of a Bachelor's degree plus four (4) years of demonstrated supervisory experience managing multiple staff, supervisors, or operational teams, including responsibility for personnel management, budgeting, and project coordination.

Strong leadership, organizational, financial and communication skills are essential. Experience managing infrastructure projects, utility systems, or public sector operations is a plus. Experience with grant writing, grant administration, or infrastructure funding programs is desirable.

## **LICENSURE REQUIREMENTS**

Must possess and maintain: A valid State of Ohio driver's license. Insurability under the County's vehicle insurance policy.

The successful candidate must also pass a post-offer drug screen, physical examination, and BCI fingerprint background check.

To apply: Submit resumes and salary requirements to: [hr@ashtabulacounty.us](mailto:hr@ashtabulacounty.us)

**\*NO PHONE CALLS PLEASE\***

**EQUAL OPPORTUNITY EMPLOYER**

Ashtabula County is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or any other status protected by law.

Reasonable accommodations are available for qualified individuals with disabilities in accordance with applicable law.

Ashtabula County is a Drug-Free Workplace

[www.ashtabulacounty.us](http://www.ashtabulacounty.us)