

Village of Bradner, Ohio

Working Village Administrator

Pay: \$70,000.00 - \$90,000.00 per year

Job description:

Job Summary

The Village is seeking a dynamic and versatile Working Village Administrator to oversee daily municipal operations. Operating under the guidance of the Mayor and Village Council, this role requires a professional who is comfortable both in the office managing budgets and out in the field assisting with utility maintenance, infrastructure repairs, and other village needs. The ideal candidate possesses deep working knowledge of municipal public works, with specific expertise in wastewater systems and electrical distribution.

Key Responsibilities

1. Utilities Management & Field Operations

- Manage, operate, and maintain village-owned utilities, including wastewater treatment, electrical distribution, and water distribution systems.
- Act as a "working" administrator, rolling up your sleeves to assist public works crews with routine repairs, emergency lift-station maintenance, and utility servicing.
- Ensure all water and sewer operations strictly comply with EPA regulations and environmental standards.
- Supervise, schedule, and participate in street maintenance, snow removal, park upkeep, and leaf/brush collection.

2. Administration & Fiscal Management

- Prepare and manage the annual departmental and operational budgets, ensuring cost control and identifying fiscal efficiencies.
- Authorize expenditures, manage purchasing, and facilitate bid packages for capital improvement projects.
- Research, apply for, and administer state and federal grants to fund village improvements.
- Act as the primary liaison between the Village and county, state, and federal agencies (e.g., EPA, DOT).

3. Personnel & Council Relations

- Supervise, train, and evaluate public works and utility staff, ensuring high performance and adherence to safety protocols.
- Attend all Village Council and relevant committee meetings to provide administrative reports, operational updates, and policy recommendations.
- Address and resolve citizen inquiries, complaints, and service requests promptly and professionally.

Qualifications & Requirements

- Experience: Proven experience in municipal administration, public works management, or a closely related field.
- Knowledge: Working knowledge of electrical distribution grids and water/wastewater treatment processes is required.
- Certifications: Ohio Class I or II Water/Wastewater Operator Licenses (or the ability to acquire them) are highly preferred.
- Physical Ability: Must be capable of performing heavy physical labor, lifting heavy equipment, and working outdoors in inclement weather when necessary.

Compensation & Benefits

- Salary: Commensurate with experience and licensing.
- Benefits: Includes comprehensive health/dental/vision insurance, paid time off, and state retirement system enrollment (e.g., OPERS).

Experience:

- Municipal/Public works/Administration: 1 year (Required)
- Municipal power distribution: 1 year (Required)
- Wastewater treatment: 1 year (Preferred)

Please send resumes to Mayor Mike Gudakunst mgudakunst@bradnerohio.org

For interest or questions feel free to call us. 419-288-2890