

TOWN OF AKRON

JOB DESCRIPTION

JOB TITLE: Assistant Superintendent of the Town of Akron

Definition:

The Assistant Superintendent, under the general supervision, an incumbent of this position is responsible for assisting the Superintendent of Public Works in planning and directing the activities of a public works department. Supervision is exercised over the personnel engaged in street maintenance, refuse collections, sewer maintenance, water system and other activities assigned to a Public Works Department.

Minimum Qualifications:

- Must be eighteen (18) years of age
- High School Diploma or equivalent
- Proper and Valid Driver's License
- State Certified to operate municipal water & wastewater (Preferred but not required)
- Must be able to perform manual labor tasks that require lifting and carrying objects up to 50 (occasionally 100) pounds

Benefits:

- Health, Dental and Vision Insurance
- Short-term & Long-term Disability
- Life Insurance
- Paid Time Off, Sick Days & Holidays
- Retirement Plan (PERF)
- Salary is set by Town Ordinance and dependent on qualifications, obtained credentials and experience.

Examples of Work: (Illustrative Only)

- Assists in the supervision of the maintenance, construction and/or repair to streets, sewer systems, water systems, parks, municipal buildings, snow removal, refuse collections, and the use and care of the equipment used in these activities;
- Assists in supervising the operation and maintenance of various types of automotive equipment, such as trucks, sweepers, and snowplows;
- Assists in the supervision of installation and maintenance of water mains, meters, and plant, where the water works is part of public works department;
- Assists in the inspection of streets, parks, structures and equipment and makes recommendations as to necessary repair or maintenance;
- Makes assignments and inspects the work of subordinates involved in public works activities;

TOWN OF AKRON JOB DESCRIPTION

- Organizes and assigns public works employees in the event of emergencies such as storms, water or sewer breaks, etc.
- Investigates complaints regarding departmental activities;
- Prepares time sheets, reports, and other matters;
- Acts for the Superintendent in his/her absence;
- May use computer applications such as spreadsheets, word processing, e-mail, calendar and database software in the performance of work assignments.

Required Knowledge, Skills, Abilities and Attributes:

- Must be willing to attend educational classes and obtain certifications ex: DSS, WT3, 1SP
- Ability to work weekends as assigned and available for emergencies 24/7
- Good knowledge of the practices, tools, equipment and terminology used in maintenance and repair of streets, parks, sewers and municipal structures
- Good knowledge of the use of automotive equipment used in a public works department
- Ability to effectively use computer applications
- Physical condition commensurate with the duties of the position.
- Initiative
- Resourcefulness
- Tact
- Courtesy

Candidates may apply by submitting a completed application & resume with references to the Town of Akron. Application, Resumes and references can be dropped off at: 206 W Rochester St, Akron, IN 46910 M-F from 9:00AM-4:00PM or emailed to Rebecca at clerktreasurer@akronindiana.com. The deadline for applications will be Friday, June 7, 2024.

Applications will be reviewed and evaluated before requesting interviews for a limited number of applicants.