***Interview dates: Week of June 17, 2024***

**JOB POSTING**

**FLORENCE REGIONAL SEWAGE DISTRICT**

**FLORENCE, INDIANA**

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| **POSITON:** | **Superintendent** |
| **WORK SCHEDULE:** | **7am-3:30pm M-F Weekend/Holiday Rotation** |
| **STATUS:** | **Full Time** |
| **STARTING WAGE:** | **Salary Range of $45,000.00 - $57,000.00** |

The Florence Regional Sewage District is seeking a full-time Sewage Superintendent.

Responsibilities include, but are not limited to: Supervising personnel, managing, office and administration duties, and maintaining operations of the sewer treatment plant and collection system.

Minimum Requirements: High school diploma or GED, valid driver’s license, Class II or higher Municipal Wastewater Treatment Operations certificate, and experience as a Class II Operator.

Applications and complete job description are available at the Florence Regional Sewage District office:

6894 Log Lick Rd. Florence, IN. 47020

Questions can be directed to the Superintendent at 812-427-4000, or by email at flncrsd@embarqmail.com. Thank you in advance for your interest in this position.

Sincerely,

Shannon Jackson

Superintendent

***The Florence Regional Sewage District is an Equal Employment Opportunity Employer (EEOE)***

**POSITION DESCRIPTION**

**FLORENCE, INDIANA**

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| **POSITION:** | **Superintendent** |
| **WORK SCHEDULE:** | **7:00 a.m. - 3:30 p.m., M-F** |
| **JOB CATEGORY:** | **PAT (Professional, Administrative, Technological)** |

**STATUS: Full-time**

**To perform this position successfully, an individual must be able to perform each essential duty satisfactorily.**

**The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The Florence Regional Sewage District provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.**

Incumbent serves as Superintendent for the Sewer Department, responsible for supervising personnel and managing all aspects of District operations.

**DUTIES:**

Supervises and directs assigned personnel, including interviewing applicants, making hiring recommendations, planning/making work assignments, recommending promotions/demotions, and maintaining discipline as needed.

Manages all plant operations, including ensuring maintenance of facilities and equipment, ordering supplies and parts, reviewing laboratory analyses, and changing operational procedures/standards as needed to improve quality of effluent leaving treatment plant. Regularly performs electrical/ mechanical maintenance and repairs on equipment, such as repairing/replacing pumps, motors, aerators, heaters and switches, and changing fuses.

Administers Department budget, including reviewing and authorizing payroll and other expenditures, and ensuring maintenance of current, accurate financial records. Prepares and submits budget annually, attending budget hearings/meetings as requested.

Receives and investigates citizen complaints regarding District sewers and related areas, discusses problems with property owners, explains codes and District/citizen responsibilities, and initiates action to solve valid complaints.

Oversees Department capital improvement and construction projects to ensure compliance with District codes and specifications, including inspecting sewers and manholes for existing problems, and planning new sewer installations, repairs and improvements as needed.

Maintains accurate Department records, and prepares and submits various reports to regulating agencies, as required.

Attends various meetings as needed or requested, making recommendations and reporting activities.

Periodically attends recertification and related training courses as required, and schedules, coordinates and documents in-service training for personnel, such as safety requirements and procedures.

Performs related duties as assigned.

**I. JOB REQUIREMENTS:**

High school diploma or GED, a Class II Municipal Wastewater Treatment Operations certification, and experience.

Thorough knowledge of and ability to make practical application of state and EPA wastewater treatment regulations, policies and procedures, and principles and accepted practices of sewer system maintenance and construction.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare reports and correspondence.

Ability to supervise and direct assigned personnel, including interviewing applicants, making

hiring recommendations, planning/making work assignments, recommending promotions/demotions, and maintaining discipline as needed.

Ability to comply with all employer personnel policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to provide public access to or maintain confidentiality of District information/records according to state requirements.

Ability to effectively communicate orally and in writing with co-workers, other utilities, contractors and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to work with others in a team environment, and plan and layout assigned work projects.

Ability to perform simple arithmetic calculations, and prepare, submit and effectively administer annual Department budget.

Ability to occasionally work extended hours, and occasionally travel out of town for training, sometimes overnight.

Ability to serve on 24-hour call and respond swiftly, rationally and decisively to emergency situations.

Possession of a valid Indiana driver's license and a demonstrated safe driving record.

1. **DIFFICULTY OF WORK:**

Incumbent performs a wide variety of duties which are broad in scope and impact, and require consideration of complex variables. Independent judgment is often necessary in adapting practices and procedures to maximize effective operations, meet objectives, and ensure compliance with local, state and federal requirements.

1. **RESPONSIBILITY:**

Incumbent performs administrative and supervisory functions according to District goals and objectives and standard policies and procedures, referring unusual and/or unprecedented situations to supervisor at incumbent's discretion. Work is periodically reviewed for compliance with legal requirements and appropriate supervision or direction of assigned operations.

1. **PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other departments, contractors and the public for the purpose of exchanging and explaining information, coordinating operations and supervising and directing personnel.

Incumbent reports directly to the Florence Regional Sewage District Board.

1. **PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a standard office environment in a wastewater treatment plant, involving standing/walking for long periods, close vision, and exposure to traffic and toxic chemicals. Incumbent occasionally works extended hours, and occasionally travels out of town, sometimes overnight. Incumbent serves on 24-hour call for emergencies.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The job description for the position of Superintendent for the Florence Regional Sewage District describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined? Yes\_\_\_\_\_\_ No\_\_\_\_\_\_

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Applicant/Employee signature Date

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Print or Type Name