

Position Description Utility Superintendent

1. GENERAL DUTIES AND RESPONSIBILITIES:

- Reports to and works under the general direction of the Utility Administrator for related functions and is responsible to the State of Indiana and the District Board for the operation of the waste and water facility. Serves as the licensed Operator of Record Lake Santee Regional Waste and Water District (RWWD). Oversees the repair and maintenance of equipment and machinery used for RWWD. Responsible for modifications to structures as directed. Works with vendors and monitors inventory of supplies. Organizes work, estimates worker-hour requirements and delegates work to employees in the maintenance department. Recommends or initiates personnel actions and administers LSPOA policy related to personnel. Performs other duties as assigned.

2. SPECIFIC DUTIES AND RESPONSIBILITY:

- Supervise all water and sewer personnel activities.
- Keep all records including, but not limited to, equipment logs, time sheets, MSDS sheets and other records as deemed necessary for the efficient operation of RWWD maintenance functions.
- Oversees training activities for water and sewer.
- Attends meetings as required
- Responsible for the proper operation of the drinking water plant and ensures that all discharges for the waste water plant meet or exceed the State of Indiana and Federal standards.
- Be responsible for the tracking and reporting to the State of Indiana Department of Environmental Management on all aspects of the waste and water plant operations and results.
- Keep all records relevant to the day-to-day operation, inventory and maintenance of the Utility in accordance with the Uniform Compliance Guidelines for Special Districts and State Board of Accounts,
- Be accountable to the Board of Trustees of the RWWD.
- Be responsible for routine maintenance for all waste and water plant, systems and equipment
- Be responsible for response to customer complaints and requests for service.
- Be responsible for installation of customer taps.
- Be responsible for repairing main breaks and other leaks.
- Be responsible to see that routine laboratory tests are completed as required by NPDES permits.
- Maintain a good working relationship with IDEM, ISDH, SBA and other agencies as appropriate.
- Notifies the Utility Administrator of any required public notices regarding drinking water quality or problems with the waste water discharge results.
- Assists with the Lake Office to publish required public notices as specified by IDEM regarding lake water quality and operational notices for the waste and water plants including Consumer Confidence reports.
- Assist to maintain the RWWD Emergency Response Plan and assist with the annual review.

4. KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of Scada (Supervisory Control and Data Acquisition) system.
- General knowledge of Microsoft Office.
- Ability to communicate effectively orally and in writing with the officers and employees, the media and the public.
- Ability to motivate staff.
- Ability to resolve conflict.
- Ability to direct, supervise and evaluate staff.
- Ability to organize and use time effectively, and handle several significant responsibilities simultaneously.
- Must hold DSM & WT6 or be able to obtain a WT6 in an approved timeframe for water operator.
- Must hold WW Class I for waste water operator.

5. EDUCATION AND EXPERIENCE

At least a High School diploma and at least three years experience in a maintenance setting is preferred for this position. The ideal candidate would also possess at least 1 year of prior supervisor experience and 2 years of advanced technical training.

6. PHYSICAL REQUIREMENTS

The job of Utility Superintendent can be physically demanding. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions

Send resume to Lake Santee Regional Waste and Water District, Attn: John Lecher, 13 SW Wrenn Parkway, Greensburg, IN 47240 or email: lake.mgr@lake-santee.com