# *Town of Speedway*

The Town of Speedway is currently seeking an experienced and licensed Water Superintendent for the Water Treatment Plant.

This position performs a variety of supervisory, administrative, skilled, technical, and maintenance work in the planning, construction, operation, repair, maintenance, testing, meter-reading, and replacement of town water utility facilities. Directs the day-to-day operation of the water utility crews; assigns work to the various crews; monitors the progress of each work assignment daily; establishes priorities to deal with emergencies and unanticipated needs.

SUPERVISION RECEIVED**:**

Works under the general supervision of the Director of Public Works & Town Manager

SUPERVISION EXERCISED**:**

Exercises general supervision over all water utility personnel, both full and part-time.

ESSENTIAL DUTIES AND RESPONSIBILITIES**:**

- The superintendent's primary mission is to provide an adequate and safe supply of potable water to the town's customers.
- Be in responsible charge of a 3 MGD surface water treatment plant, a 10 MGD groundwater treatment plant, approximately 60 miles of distribution system mains, 2 elevated and 1 ground storage tanks, and 13 wells.
- Prepare and submit required reports, applications, plans, and any other required data to the regulatory agencies.
- Direct and/or perform the plant and distribution system operations, sampling, maintenance, upgrades, repairs, and inspections.

- Maintain records of plant and distribution system operations, maintenance, upgrades, and repairs.

- Maintain a data base of water utility assets.

- Maintain a sufficient inventory of treatment chemicals and repair parts for the plants, wells, and distribution system.

- Assist in drafting and implementing a short term (5-year) and long term (20-year capital improvements plan.

- Represents the Water Utility at various Town meetings and elsewhere as directed.

- Handles and/or ensures the proper handling of customer complaints. Responds to customer complaints, evaluates each situation, determines if liability lies with the town or the property owner; explains findings to property owners.

- Provides technical assistance and consults with other departments on matters pertaining to water standards and maintenance; supervise and oversee compliance with Federal, State and local regulations and standards.

- Analyzes projects and tasks, sets priorities and develops schedules to complete work in a safe and efficient manner.

- Identifies necessary repairs. Plans and recommends improvements to the Director of Public Works

- Communicates on a regular basis with the Director of Public Works for the purpose of project planning and staff deployment.

- Determines the workforce requirements, schedules, and assigns the appropriate personnel to complete the work.

- Determines the need for and recommends to the Director of Public Works the use of outside service contractors to complete planned and emergency work when necessary.

- Submits a weekly report to the Town Manager/Director on the activities of each week. Prepares and maintains other written documentation including, work assignments and purchases.

- Makes periodic work site inspections to monitor conformance to work schedules and adherence to safety regulations.

- Assists the Director with the development of specifications for the purchase of new equipment. Coordinates equipment maintenance used by the department.

- Advises Public Works Director, Town Manager, various town engineers and other town officials in matters relating to department activities.

- Inspects and controls the use of supplies and equipment used in the maintenance, construction and repair of water lines and other department facilities to insure that all equipment is in proper working order.

- Works closely with the Director of Public Works overseeing the activities of outside contractors performing work on behalf of the town.

- Responsible for administering minor employee disciplinary actions, both written and verbal, after consulting with the Director.

- Assists the Director in job performance evaluations.

- Conducts interviews for open staff positions.

- Provide training to staff

- Authorizes both emergency and non-emergency overtime when necessary or required.

- Works to insure adequate training of staff in issues that relate to safety.

PERIPHERAL DUTIES:

- Attend 1st meeting of the month of the Town Council

- Serves on various committees as assigned by the Director of Public Works or Town Manager.

DESIRED MINIMUM QUALIFICATIONS:

*Education and Experience:*

(A) Graduation from high school education or GED equivalent (completion of 2 years of college with a background in math and science preferred), and.

(B) Possess a grade WT-5 water treatment plant operator's license, WT-3 water treatment plant operator's licenses, DSL water distribution system operator's license, and A-SO wastewater operator's license from the State of Indiana Department of Environmental Management.

(C) Five (5) years of experience relating to the operation, construction, repair and maintenance of water, sewer, including the operation of all equipment, or

(D) Any equivalent combination of education and experience.

*Necessary Knowledge, Skills and Abilities:*

(A) Possess extensive knowledge of water industry rules and regulations and should be capable of developing positive relationships with regulatory authorities and the public.

(B) Ability to write legibly, maintain records and complete reports, understand and carry out moderately complex oral and written instructions. Read, write, speak, and understand English. A proficiency with windows based personal computer applications and SCADA control systems.

(C) Ability to work effectively with town planners, attorneys, engineers, and other town departments.

(D) Thorough knowledge of equipment, facilities, materials, methods, procedures, and requirements used in public water treatment and distribution systems.

(E) Ability to work in adverse weather conditions including extreme temperatures.

(F) Ability to work on short notice in emergency situations.

(G) Ability to respond to equipment failures and during non-duty hours on an on-call basis or to work beyond regular daily shifts as required by the workload.

(H) Skilled in operation, maintenance, and repairs of the tools and equipment.

(I) Ability to guide, direct, supervise, and motivate employees. Ability to organize and supervise the activities of various crews performing operational, construction and maintenance work; ability to communicate effectively, verbally and in writing; ability to establish and maintain effective working relationships with employees, other departments, as well as the public.

SPECIAL REQUIREMENTS:

Valid State Driver's license.

## TOOLS AND EQUIPMENT USED:

Knowledge of operation and use of motorized vehicles and equipment, including dump truck, pickup truck, utility truck, backhoe, tamper, plate compactor, saws, pumps, compressors, sanders, generators, trencher, common hand and power tools, shovels, wrenches, mobile radio, and phone.

## PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the foreman's job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk and hear. The employee is required to walk, sit; climb or balance, stoop, kneel, crouch, or crawl; and smell.

The employee must lift and/or move up to 50 pounds and occasionally lift and /or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## WORK ENVIRONMENT:

The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works in outside weather conditions. The employee works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.

SALARY

$60,000 to $70,000 based on experience

Interested parties should submit their resume no later than August 18, 2017 at 5pm to Wendell Walters at mailto:wwalters@speedwayin.gov, or mail to Town of Speedway, 5620 Crawfordsville Road, Ste M. Speedway, IN 46224