

**PUBLIC WORKS SUPERINTENDENT**  
**Town of Syracuse**

**GENERAL FUNCTIONS:**

The duties of the Public Works Superintendent shall focus primarily on wastewater facility operations, operations of the water plant and operations of the street departments of the Town.

Performs a wide variety of operating, maintenance and custodial duties. Tasks of the incumbent include, but are not limited to:

- Focus shall be on those jobs necessary, but not limited to, the operation and preventative maintenance of wastewater treatment plants, lift stations, and collection systems, instruments, buildings and grounds.
- Operate and maintain the vehicles used in the water and wastewater facilities.
- Perform and record inspections, tests, and data on the systems' and facilities' operations.
- Record measurements, verify drawings, and record information for proper record keeping and reporting on the Town's facilities.
- Prepare reports required by the Town, the Indiana Department of Environmental Management, the Indiana Utility Regulatory Commission or other jurisdictional entities.
- Collect, analyze, and record water and wastewater samples for regulatory compliance and process control monitoring for proper operation of the systems.
- Meets with customers to discuss and resolve water quality and/or service issues.
- Perform preventative maintenance, emergency repairs and trouble shoot operational problem on equipment and facilities.
- Be reasonably available for overtime work, on call duty and for emergency call-out duty to maintain water and wastewater service continuously to the public.
- Wear and maintain required personal protective equipment.
- Perform other duties as assigned.
- Performing the duties listed above in a safe manner following IOHSA, USDOT, Town and any other applicable safety related rules and regulations.

**Required Skills**

- Have technical school advanced study in mechanical, chemical or instrumentation control or equivalent experience.
- Have the technical, academic and physical ability to perform the duties of the position.
- Be able to readily read, understand and accurately follow operating instructions both written and verbal.
- Demonstrate mathematical ability to perform calculations to determine various ratios, dosages, volumetric calculations that are required for the operation of the Wastewater Treatment Plants and Water Treatment Plants.
- Possess excellent interpersonal skills and ability to communicate in writing with ability to accurately prepare technical reports.
- Demonstrate reliable performance in previous positions.
- Understand the responsibility to prevent wastewater pollution of area waters.
- Understand computers and the basic operation of database, spreadsheet and word processing programs.
- Understand and maintain plant processes through computer controlled equipment.
- Use and understand technical drawings, schematics, and manuals for water and/or wastewater facilities and equipment in order to operate and maintain the facilities.

**Required Experience**

**Must possess the following licenses:**

- A Class WWT-2 Public Wastewater Treatment Operator license issued by the Indiana Department of Environmental Management along with experience in monitoring non-delegated industrial pretreatment and a Class WT-3 Water Treatment Operator license and a DFL (Distribution Large) license issued by the Indiana Department of Environmental Management or the ability to obtain the required licenses within twelve (12) months.
- Valid Indiana driver's license.

Correspondence may be submitted by email to: [hdejulia@syracusein.org](mailto:hdejulia@syracusein.org) or mail to: Henry DeJulia, Town Manager, 310 N. Huntington Street, Syracuse, Indiana 46567. Syracuse is an Equal Opportunity Employer. Please list your salary requirements.