



# CITY of KOKOMO

**POSITION:** SEWER SYSTEMS MANAGER  
**DEPARTMENT:** Civil Engineering – Full-time  
Salaried - exempt from overtime  
**WORK SCHEDULE:** 7:00 a.m. - 4:00 p.m. (Monday - Friday)  
**YEARLY SALARY:** \$ 58,676 - \$65,208

Plans and administers the sewer program which includes construction and reconstruction of City sewers, acquisition of right of way, assisting and advising the Wastewater Plant. Provides management for the sewer system operation, planning and maintenance; does other related duties as required. Responsibilities include supervision, planning, directing and coordinating the activities of the sewer system personnel, also all phases of project design and construction engineering. The work requires making independent decisions and judgments and taking appropriate action in both administrative and technical matters. The Sewer Systems Manager reports directly to the City Engineer. The Sewer Systems Manager is an assistant to the City Engineer.

**DUTIES:** (Other duties as assigned)

Coordinates all sewer improvements and construction repairs with all City departments, utility companies, private developers and local contractors;

Gathers, interprets and refines raw data for numerous studies and supplemental reports;

Meets and confers daily with City Engineer;

Plans and schedules sewer improvement programs, review work progress and operations and makes appropriate recommendations;

Prepares and oversees sewer improvements and studies;

Reviews plans and specifications for sewer construction in proposed subdivision and business developments;

Provides technical assistance for other City departments;

Plans, directs and coordinates the operation of subordinate sewer system personnel;

Schedules work programs, reviews work progress and operation reports and makes appropriate recommendations;

Review plans and specifications of sewer construction in proposed subdivisions and business developments;

Interprets and refines raw information previously compiled;

**QUALIFICATIONS REQUIREMENTS**

Minimum of an associate's degree in civil engineering or a related field and/or any equivalent combination of education, training and experience that provides the requisite knowledge, skills and abilities for this position. Applicant should be registered as a civil or sanitary engineer in the

State of Indiana and/or have any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

**This job description is not intended as an employment contract nor is it intended to describe all duties someone in this position may perform.**

Interested applicants may submit a resume to Kathy Horton, Director of Human Resources at [khorton@cityofkokomo.org](mailto:khorton@cityofkokomo.org) and Carey Stranahan, City Engineer at [cstranahan@cityofkokomo.org](mailto:cstranahan@cityofkokomo.org) or call Human Resources at 765-45-67470.

Applications are available in the Human Resource Dept., City Hall, 100 S> Union Street, Kokomo, IN 46901 Mon – Fri 8:00 a.m. – 4:00 p.m.

The City of Kokomo is an Equal Opportunity Employer.