

TOWN OF JAMESTOWN JOB VACANCY ANNOUNCEMENT

Position: Utility Superintendent

The Town of Jamestown, Indiana, seeks a qualified candidate to fill the position of Utility Superintendent.

POSITION:

The Utility Superintendent will perform his/her duties under the direct supervision of the Town Council. The Utility Department is responsible for the operation of the following service areas; Electric, Water, Wastewater, Storm Water, Streets and Facility and Right of Way Maintenance.

FLSA STATUS: Non-Exempt – Hourly

PREFERRED LICENSURE AND CERTIFICATION:

1. State of Indiana Journeyman Certificate
2. Class II Wastewater Operators License or Equivalent
3. Waterworks certifications required

MINIMUM QUALIFICATIONS/EXPERIENCE:

1. 5-7 years of Utility Management/Supervisory experience required
2. Must have a Valid Indiana Driver's license (CDL Preferred)
3. Must be able to speak, write, and understand English
4. Must be able to pass a drug test
5. Must have a High School Degree or GED (Post-secondary certificate of degree preferred)
6. Must have some computer skills and be familiar with standard utility software packages
7. Must have knowledge of and the ability to operate heavy equipment
8. Street Construction and Maintenance experience preferred

Starting wage range is \$50,000 to \$65,000 depending on the candidates experience and education. [Click here](#) to download the Town employment application. Please complete the Town employment application and submit to administration@jamestownin.com. Applications will be accepted until the position is filled.

Town of Jamestown

Position Description

Position: Utility Superintendent

Department: Municipal Utilities

Supervision: Town Council

POSITION SUMMARY:

The Utility Superintendent is responsible for managing the overall day to day operations of the Public Works/Utility Department including street repair and maintenance, water and wastewater system maintenance, storm water system maintenance, facility maintenance and right of way maintenance, under the direction of the Town Council.

Job duties of the Superintendent are varied and change on a regular basis. Many of the regular duties are listed below but due to the needs of the town, its residents and all employees the Superintendent will be asked to perform duties that are not on any list in this job description.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Manage the day to day operations, including the management of staff.
2. Operates diggers, bucket trucks, hand tools near and electrical distribution lines. Operates live-line tools to connect and disconnect distribution lines and components.
3. Operates and maintains the electric SCADA system.
4. Prepares work sites. Erects warning signs and secures areas. Maintains knowledge of and implements safety procedures.
5. Installs primary and secondary overhead and underground electrical systems.
6. Participates in on-call status for emergencies.
7. Plans and directs on-site maintenance/repair tasks. Recommends on-site operational changes.
8. Contacts customers regarding temporary utility outages and tree trimming operations and possible damage.
9. Trim trees and remove chips brush.
10. Operates loaders, backhoes, dump trucks, jack hammers, wood chippers, chain saws, cutting torch and welders.
11. Reconnects meters and transfer meters.
12. Receives and responds to customer inquiries and complaints and performs corrective action in response to customer inquiries and complaints.
13. Completes and maintains work orders, staking sheets, outage reports, time sheets, etc...
14. Prepares reports as required.
15. Recommends material purchases.
16. Maintains material inventories.
17. Provide leadership/training to any apprentice lineman.
18. Complies with all Jamestown Municipal Utilities safety programs.

ADDITIONAL TASKS AND RESPONSIBILITIES:

While the following tasks are necessary for the work of the utility, they are not an essential part of the purpose of this position and may also be performed by other team members

1. Maintains Jamestown Municipal Utilities Facilities.
2. Assists electric, wastewater and water utility staff as required or requested.
3. Paints surfaces.
4. Removes ice and snow from walkways and drives.

ACCEPTABLE KNOWLEDGE, ABILITIES AND SKILLS:

1. Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards. Ability to compare, count, differentiate, measure and/or sort data; assemble, copy and record and transcribe data and information. Ability to classify, compute and tabulate data.
2. Ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards, as well as the ability to follow specific instructions and respond to simple requests from others.
3. Ability to utilize a variety of advisory data and information such as work orders, staking sheets, maps, outage reports, hazardous materials lists, safety manuals and procedures, construction specifications, transformer manuals, PCB manual, time sheets, vehicle logs, accident reports, technical operating manuals, procedures and guidelines.
4. Ability to communicate effectively with co-workers, customers, law enforcement personnel, electricians, contractors, tree trimmers and other city employees.
5. Ability to add, subtract, multiply, divide, and calculate percentages, fractions and decimals.
6. Ability to use functional reasoning and apply rational judgement in performing diversified work activities.

PHYSICAL REQUIREMENTS:

1. Ability to operate equipment and machinery requiring monitoring multiple conditions

and making multiple, complex and rapid adjustments, such as Hilti gun, Ampact tool, bucket truck, digger derrick, hooks and belts, air hammers, chain saw, dump truck, wood chipper, forklift, loaders, backhoes, cutting torch, welder, volt meter, hot sticks, extension sticks, hoists and blocks, phasing tool, cable locator, bolt cutters, winches, mechanic's hand tools, carpenter hand tools, slings, hand lines, impact tools, grinders, etc. Ability to repair complex equipment and machinery.

2. Ability to coordinate eyes, hands, feet and limbs in performing skilled movements involved in repair.
3. Ability to exert heavy physical effort in moderate to heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and lifting, carrying, pushing and pulling up to 100 pounds.
4. Ability to recognize and identify harmonious or contrasting combinations, as well as recognize individual characteristics of colors, forms, sounds, odors and textures associated with job-related objects, materials and ingredients.
5. Ability to work under mildly safe and uncomfortable conditions where exposure to environmental factors such as temperature variations, odors, toxic agents, noise, vibrations, wetness, machinery, disease, electrical currents, vehicular traffic and/or dust can cause discomfort and where there is risk of serious injury.