

MUNICIPAL TOWN SUPERINTENDENT

Town of Dublin

Wayne County, Indiana

OBJECTIVE:

The Town Superintendent performs complex supervisory and professional work in planning, organizing, directing, and working alongside employees for the Water, Electric, Street, and Refuse departments including all building and grounds, projects, and programs.

SUPERVISION:

- IS APPOINTED BY AND SERVES THE DUBLIN TOWN COUNCIL. This position involves a high level of independent decision-making, judgment, and problem-solving during a variety of situations. The candidate will be responsible for ensuring that procedures are followed during all activities including main breaks, power outages, snow, and other storms or events.
- Supervise and have a working knowledge of all Service Employees within the Town of Dublin.
- Responsible for ensuring all OSHA requirements, practices and procedures are followed.
- Responsible for conducting interviews, background checks, annual evaluations, and recommendations for hire/fire of service employees.
- Carry out appropriate disciplinary action when necessary. Must maintain record of all disciplinary action and must report all records to the Clerk-Treasurer.
- Able to communicate and interact with other department heads, town councils, other officials, public officials from other communities and public agencies, various divisions of government, engineering firms, and contractors.
- This is a full-time position. Days and hours of work are roughly Monday through Friday 7:00 am to 3:30 pm. Occasional morning, evening, and weekend work may be required as job duties require. Candidate must currently reside, or be willing to relocate, within a 20-minutes of the town.
- Weekend water testing/ON-CALL is alternated between candidate and employee and requires one hour Saturday and one hour Sunday for testing. This candidate will be first on-call for any emergency or situations, however, ALL service employees including candidate are ON-CALL 24 hours a day, 7 days a week if an emergency arises, which may include extended time in situations such as snowstorms, severe weather, main breaks, etc.

MAJOR DUTIES/FUNCTIONS:

- Oversee daily operation and coordination of the various utilities and activities to achieve goals.
- Prioritizing service requests while also ensuring all other duties are carried out promptly.
- Monitor job performance, completion of job duties, and correct inefficiencies in personnel while providing clear direction and standard of productivity.
- Keep town council informed of key projects and problem areas.
- Planning of future projects, including determining estimated costs, scheduling, and project priority.
- Prepare inventory lists and analyze ongoing operations.
- Occasional overnight travel for meetings and conferences as required.
- Any other duties that may arise as per the nature of the job.

WORK ENVIRONMENT/ PHYSICAL REQUIREMENTS:

- This position requires the candidate to work in a hands-on supervisory role with a small portion of duties performed in an office setting.
- Candidate can expect the following work conditions: Various outdoor weather conditions, near moving mechanical parts and in high, precarious places, occasionally exposure to wet and/or humid conditions, fumes or airborne particles, toxic and caustic chemicals, risks of electrical shock and vibration, occasionally loud environments, and work performed in overall adverse conditions.
- This is a physically demanding position which requires ability to lift/more up to 50 pounds, ability to sit, stand, climb, balance, kneel, operate tools and controls, hear and smell.

MINIMUM QUALIFICATIONS:

- Academic or work experience in a related discipline is preferred with a minimum of two years of public works experience.
- Prefer 5 years of supervisory experience with a team of 5 or more employees.
- Valid driver's license and CDL-B are required.
- Must pass a medical examination including drug and alcohol screening.
- Thorough knowledge of water systems, including maintenance and repair of lines, Treatment facility maintenance, testing, and required regulations. Some water system experience/education preferred. The candidate will be required to have or obtain the required Water Operator Certifications from IDEM within one year of hiring or as soon as all state requirements are met and approved. There will also be continuing education requirements that must be met.
- Thorough knowledge of electricity. Some journeyman experience and/or education preferred.
- Considerable knowledge of park and cemetery maintenance along with street and storm sewer maintenance and repairs.
- Thorough knowledge of applicable town policies, laws, and regulations affecting the town activities.
- Skills in operating the tools and equipment needed to perform the job, including bucket and pole trucks, backhoe, zero turns, push mowers, refuse trucks, and numerous hand tools.

COMPENSATION AND BENEFITS:

- Pay rate is contingent upon experience and education
- Very attractive health insurance plan (currently employee only pays 10% of own premium)
- Public Employee retirement plan
- Favorable personnel policy, which currently includes paid vacation after one year of service; 5 sick/personal days per year; 11 paid holidays
- On the job training, and costs paid for any continuing education required by State

TO APPLY:

Please provide a resume of education/experience/jobs you have held, including copies of licenses or certifications that may pertain to the position, along with at least three (3) professional or personal references to the address below:

Town of Dublin

Attention: Julia McCarty, Town Clerk-Treasurer

PO Box 145

Dublin, IN 47335

Or place in drop box west of the office door, or you may email townhall@dublinin.org

Applying for a position with the Town of Dublin does not guarantee employment. All employment positions are "at-will". The Town of Dublin is an Equal Employment Opportunity Employer (EEOE).