

## Position Description Town of Whiteland

Position title: Water Superintendent  
Department: Administration  
Work schedule: Monday-Friday, 8am – 5pm                      Status: Full-time  
Date written: April 9, 2021    FLSA status: Exempt

REPORTS TO: Directly to Town Manager

PRIMARY RESPONSIBILITIES:

- Read Master Meter daily (A.M.).
- Daily Mandated Testing (CL2 – PO4). (Chlorine – Phosphate)
- Complete all additional IDEM compliance testing (Lead/Copper – TTHM / HA5). (Total Trihola Methanes)
- Complete monthly MRO's (IDEM). (Monthly Reports of Operation / Halo Acidic Acids)
- Complete monthly BAC-T's (IDEM). (Bacterial Tests)
- Monitor system pressure & tank levels.
- Daily work orders.
- Monthly meter readings (billing).
- Plan system maintenance.
- Utility locates.
- Ensure proper procedures are followed during leak repairs.
- Work with engineers, developers & contractors on various water projects.
- Keep utility owned grounds & facilities clean & in operating order.

JOB REQUIREMENTS:

- Need to be DSL Certified. (Distribution System Large)
- Minimum 2-3 years of experience in an area related to drinking water monitoring.
- Valid Drivers License required.

Terms of Employment for this position are to maintain the policies and procedures outlined in the Town of Whiteland Employee Handbook.

Performance evaluations for this position will be on an annual basis in accordance with Town Council provisions.

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Employee

\_\_\_\_\_  
Date