

Posting date: 7/24/2024 – 8/9/2024
Applications received by: 8/9/2024
Interview dates: 8/12/2024- 8/16/2024

JOB POSTING

CITY OF GREENSBURG, INDIANA

Position: Wastewater Superintendent
Department: Wastewater
Work schedule: 7:00 am – 4:00 pm, M-F
Status: Full Time, exempt
Starting wage: \$55,000 - \$76,800

The City of Greensburg is seeking a full-time Wastewater Superintendent.

Responsibilities include, but are not limited to: Supervising personnel, managing, and maintaining the operations of the sewer treatment plant and collection system.

Requirements: High school diploma or GED, a Class III Municipal Wastewater Treatment Operations certificate required. Class IV Municipal Wastewater Treatment Operations certification and experience preferred.

Complete job description and applications are available online at:

<https://www.cityofgreensburg.com/city-services/city-employees/job-opportunities/>

Please submit your completed application to Personnel Administrator Julie Nobbe at jnobb@greensburg.in.gov or by mail to 314 W. Washington Street, Greensburg, IN 47240.

Questions can be directed to Julie Nobbe at 812-663-8582 x 3. Thank you in advance for your interest in the position.

The City of Greensburg is an Equal Employment Opportunity Employer (EEOE)

**POSITION DESCRIPTION
CITY OF GREENSBURG, INDIANA**

POSITION: Superintendent
DEPARTMENT: Sewer
WORK SCHEDULE: 7:00 a.m. - 4:00 p.m., M-F
JOB CATEGORY: PAT (Professional, Administrative, Technological)

DATE WRITTEN: December 1996 **STATUS:** Full-time
DATE REVISED: September 2016 **FLSA STATUS:** Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The City of Greensburg provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Superintendent for the Sewer Department, responsible for supervising personnel and managing operations in maintaining the wastewater collection system.

DUTIES:

Supervises and directs assigned personnel, including interviewing applicants, making hiring recommendations, planning/making work assignments, recommending promotions/demotions, and maintaining discipline as needed.

Manages all plant operations, including ensuring maintenance of facilities and equipment, ordering supplies and parts, reviewing laboratory analyses, and changing operational procedures/standards as needed to improve quality of effluent leaving treatment plant. Regularly performs electrical/ mechanical maintenance and repairs on equipment, such as repairing/replacing pumps, motors, aerators, heaters and switches, and changing fuses.

Administers Department budget, including reviewing and authorizing payroll and other expenditures, and ensuring maintenance of current, accurate financial records. Prepares and submits budget annually, attending budget hearings/meetings as requested.

Receives and investigates citizen complaints regarding City sewers and related areas, discusses problems with property owners, explains codes and City/citizen responsibilities, and initiates action to solve valid complaints.

Oversees Department capital improvement and construction projects to ensure compliance with City codes and specifications, including inspecting sewers and manholes for existing problems, and planning new sewer installations, repairs and improvements as needed.

Maintains accurate Department records, and prepares and submits various reports to regulating agencies, as required.

Attends various meetings as needed or requested, such as Board of Public Works and City Council, making recommendations and reporting activities.

Periodically attends recertification and related training courses as required, and schedules, coordinates and documents in-service training for Department personnel, such as OSHA safety requirements and procedures.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

High school diploma or GED, and a Class III Municipal Wastewater Treatment Operations certification required. Class IV Municipal Wastewater Treatment Operations certification and experience preferred.

Thorough knowledge of and ability to make practical application of state and EPA wastewater treatment regulations, Department policies and procedures, and principles and accepted practices of sewer system maintenance and construction.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare reports and correspondence.

Ability to supervise and direct assigned personnel, including interviewing applicants, making hiring recommendations, planning/making work assignments, recommending promotions/demotions, and maintaining discipline as needed.

Ability to comply with all employer and Department personnel policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to provide public access to or maintain confidentiality of Department information/records according to state requirements.

Ability to effectively communicate orally and in writing with co-workers, other City departments, contractors and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to work with others in a team environment, and plan and layout assigned work projects.

Ability to perform simple arithmetic calculations, and prepare, submit and effectively administer annual Department budget.

Ability to occasionally work extended hours, and occasionally travel out of town for training, sometimes overnight.

Ability to serve on 24-hour call and respond swiftly, rationally and decisively to emergency situations.

Possession of a valid Indiana driver's license and a demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent performs a wide variety of duties which are broad in scope and impact, and require consideration of complex variables. Independent judgment is often necessary in adapting practices and procedures to maximize effective operations, meet Department objectives, and ensure compliance with local, state and federal requirements.

III. RESPONSIBILITY:

Incumbent performs administrative and supervisory functions according to Department goals and objectives and standard policies and procedures, referring unusual and/or unprecedented situations to supervisor at incumbent's discretion. Work is periodically reviewed for compliance with legal requirements and appropriate supervision or direction of assigned operations.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other City departments, contractors and the public for the purpose of exchanging and explaining information, coordinating operations and supervising and directing personnel.

Incumbent reports directly to the Mayor.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment in a wastewater treatment plant, involving standing/walking for long periods, close vision, and exposure to traffic and toxic chemicals. Incumbent occasionally works extended hours, and occasionally travels out of town, sometimes overnight. Incumbent serves on 24-hour call for emergencies.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Superintendent for the Sewer Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes_____ No_____

Applicant/Employee signature

Date

Print or Type Name