

JOB POSTING- FULL-TIME WASTEWATER SUPERINTENDENT/OPERATOR (Class II)

The Town of Churubusco is currently accepting applications for a full-time Wastewater Superintendent/Class II Operator. This position will be under the direction of the Council Chief of Staff and Town Council and employed within the Churubusco Sewer Department. Applications can be obtained by emailing Madalyn Sade-Bartl at clerk@townofchurubusco.com. Applications will be accepted until Friday, May 2, 2025.

The following essential job functions comprise a summary of job duties, requirements, and responsibilities contained in the job description prepared for this position. The job description will serve as the primary document in the selection and hiring process and constitutes the context for incumbent job performance and evaluation. 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. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

POSITION:	Wastewater Superintendent
DEPARTMENT:	Wastewater
WORK SCHEDULE:	varies; typically 7:00 a.m. – 3:00 p.m. M-F (ability to flex hours)
STATUS:	Full-time, exempt
SALARY:	\$2698.28 bi-weekly
BENEFITS:	Employer provided health/dental insurance (90% employer paid) Generous HSA contribution Up to 6% match deferred compensation Up to fifteen paid holidays Sick time upon hire Cell phone stipend/uniform allowance

Purpose:

To manage, operate, and maintain the Wastewater Department, which includes the wastewater treatment plant, lift stations, and collection system. Candidate will meet or exceed requirements of state and federal agencies having jurisdiction in the operation of said system.

Supervision Exercised:

Supervises employees in the Wastewater Treatment Plant. Employee carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; scheduling and approving time worked; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Essential Duties and Responsibilities:

- Oversee the structure and functions of the Wastewater Department and establish policies and effective guidelines for the routine operation of the plant.

- Prepare any changes needed to promote efficiency and effectiveness and review these changes and recommendations with the Town Council for approval.
- Plan, assign and review the work of all employees assigned to the Wastewater Department. As needed, serve as an onsite supervisor of work activities.
- Ensures maintenance, cleanliness, and appearance of Wastewater Plant and grounds, including picking up litter, emptying trash containers, cleaning/sanitizing restrooms & meeting facilities, mowing/trimming grass, spraying pesticides, pruning trees and shrubs, removing fallen tree limbs, shoveling/sweeping/blowing snow, spreading salt on walkways, pulling weeds, and watering plants.
- Assists in performing preventive maintenance and minor repairs on department equipment, such as mowers, tractors, including washing/waxing/cleaning vehicles, checking/maintaining fluid levels, changing tires, replacing parts, sharpening blades, and lubricating.
- Assists in maintaining buildings/facilities and related equipment, including painting/patching walls, caulking windows, unclogging toilets, changing light bulbs, repairing furniture and signs, assists with hanging of seasonal lights.
- Responsible to see that daily, monthly and yearly records are kept in a neat and orderly fashion. Complete state monthly report, EPA monthly report and properly notify the required agencies in case of an unlawful plant discharge or industrial discharge as compliance with EPA permits.
- Maintain state of the art technique in plant operations, mechanical effectiveness, electrical and controls diagnosis ability, lab procedures, regulatory requirements and cost-effective control.
- Monitor any discharge into the collection system and initiate any action necessary to protect the normal operation of the wastewater treatment plant.
- Attend at least one Town Council meeting a month and any other meetings the Council may require.
- On-call 24 hours a day, seven days a week.
- Perform any other duties as directed by the Town Council or their agents.

Minimum Qualifications, Skills and Job Requirements:

- Requires a high school diploma or equivalent.
- Must have and maintain a Class II Department of Indiana Environmental Management Wastewater Treatment Plant Operators License.
- Computer software skills including, but not limited to, Outlook, Microsoft Word and Excel.
- Ability to use and maintain a variety of equipment. Example: light truck, heavy truck, vac truck, backhoe, front-end loader and the ability to use a variety of hand tools.
- Ability to effectively plan daily work requirements to include personnel, materials, and equipment.
- Ability to direct and supervise the work of others.
- perform the essential duties of the position.
- Ability to work extended, evening, holiday and/or weekend hours as needed. Ability to comply with all employer and department policies and work rules, including but not limited to attendance, safety, and apply OSHA safety regulations applicable to work performed, drug-free workplace, and personal conduct.

Physical Effort:

Incumbent's duties involve bending, reaching, crouching/kneeling, sitting and/or standing/walking for long periods, climbing ladders, pushing/pulling/lifting/carrying objects weighing more than 50 pounds, handling/grasping/fingering objects, hearing sounds/communication, close and far vision. Incumbent may exert continuous physical effort, but normal duties do not involve prolonged intense physical strain.

License/Certification Required:

Must possess a Class II Department of Indiana Environmental Management Wastewater Treatment Plant Operators License and maintain possession of license through tenure of employment. Possession of a

current valid Indiana driver's license and demonstrated safe driving record with ability to be insured at a reasonable cost required. Must be at least 18 years of age. Must pass a pre-employment drug and/or alcohol test and adhere to policy.

The Town of Churubusco is an Equal Employment Opportunity Employer and does not discriminate on the basis of race, color, national origin, ancestry, creed, religion, physical disability, mental disability, medical condition as defined by applicable state law, genetic information, marital status, familial status, sex, gender, gender identity, gender expression, pregnancy, childbirth or related medical conditions, sexual orientation (actual or perceived), transgender status, sex stereotyping, age, military or veteran status, domestic violence or sexual assault victim status, or any other basis protected by applicable law.