POSITION DESCRIPTION
CITY OF NOBLESVILLE, INDIANA

POSITION: **Utilities Manager – Collection System**
DEPARTMENT: **Utilities**
WORK SCHEDULE: **8:00 a.m. - 4:30 p.m., M-F**
JOB CATEGORY: **PAT (Professional, Administrative, Technological)**

DATE WRITTEN: **February 1998** **STATUS:** **Full-time**
DATE REVISED: **July 2026** **FLSA STATUS:** **Non-exempt**

The City of Noblesville, Indiana, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals with disabilities.

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.

Incumbent serves as Utilities Manager – Collection System for the Utilities Department, responsible for supervising installation and maintenance of the sanitary sewer collection system and storm sewer system in compliance with local, state, and federal requirements.

ESSENTIAL JOB FUNCTIONS:

Supervises and directs assigned personnel, including interviewing applicants, hiring and preparing related paperwork, planning/making work assignments, overseeing staff to minimize downtime, coordinating cross-training, providing corrective instruction, evaluating performance, and maintaining discipline. Reviews timesheets for accuracy, approves/denies timesheets and time-off requests of assigned personnel, monitors staffing needs, and completes payroll change notices as needed.

Assists in maintaining department mapping system using geographical information system (GIS), warehousing as-built drawings, performing quality control of the City's digital data by overseeing teams surveying, and inspecting sites to verify accuracy.

Manages a dispatch team that receives and responds to sewer complaints, including discussing problems with complainants, creating electronic Service Requests records, inspecting or assigning inspection of sites, identifying source and solution of problems, and initiating action to resolve valid problems, including assigning work to labor crews, and closing out Service Requests.

Administers staff in evaluating and maintaining the sanitary sewer collection system and storm sewer assets. Multitasks in coordinating crews for investigating, cleaning, and repairing Utilities assets, forecasting crew workload and schedules, and reevaluating assignments on a weekly or daily basis due to available staff. Utilizes a Computerized Maintenance Management System (CMMS) for tracking Service Requests and Work Orders, labor costs, and material costs. Tracks maintenance of the storm sewer system and stormwater quality Best Management Practices (BMPs) and coordinates with MS4 Administrator for reporting to the Indiana Department of Natural Resources (IDNR).

Oversees a sewer rehabilitation program supervising investigation by staff and triaging defects that can be repaired using internal staff from work that will require external contractors. Coordinates with a Capital Program team for preparing scopes of work and acceptance of work. Directs proactive investigation for system odor control/management and rainfall dependent inflow and infiltration.

Oversees sewer projects performed by department personnel and contractors, and coordinates with inspectors overseeing sewer projects performed by property owners and subdivision developers. Monitors project sites for compliance with local, Indiana Department of Environmental Management (IDEM) and Environmental Protection Agency (EPA) requirements and project specifications, identifying /resolving problems, explaining codes and other requirements, monitoring, work safety, and entering required data on computer. Prepares invoices to responsible parties for any damage to city infrastructure. Prepares work plans for large-scale projects in order to identify and help protect sewer assets before work begins.

Assists in administering department budget, including authorizing payroll of assigned personnel, purchasing equipment and supplies within assigned budget, reviewing/authorizing purchase requisitions from subordinates for equipment and supplies and forwarding to the utility's accounts payable, and ensuring maintenance of cost records as required and in fixed asset database in computer.

Oversees maintenance of department vehicles, including, but not limited to commercial motor vehicles, and equipment, including scheduling/coordinating preventive maintenance and repairs, processing claims/vouchers, ensuring related records are maintained, and discussing unanticipated repairs and replacement with supervisor.

Serves on various committees, such as the Utilities Safety Committee and Public Works Coordination Committee. Attends Technical Advisory Committee (TAC) meetings regarding new subdivisions as a representative of the Utilities Department, including reviewing construction plans, maps and codes, and recommending appropriate design options to comply with local specifications, ordinances, and maintenance practices for Utilities-owned assets.

NON-ESSENTIAL JOB FUNCTIONS:

Performs duties of the Assistant Utilities Director in their absence. Performs duties of Utilities Manager - Facilities in their absence to ensure compliance with state and federal requirements.

Operates 800 MHz radio for communications between city staff during emergencies.

Prepares annual reports for submission to regulating agencies as required.

Serves on 24-hour call for emergencies and must perform duties of various subordinate positions as needed.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Bachelors of Science degree in a related area and a minimum of five years of experience in a wastewater utility, or equivalent combination of education and experience. Possession of at least a Class IV Wastewater Collection System Certificate or Class IV Municipal Wastewater Treatment license or the ability to obtain a Class IV Wastewater Collection System Certificate/Class IV Municipal Wastewater Treatment license within a time period specified by the department. At least five years of experience in installation and maintenance of the collection system, with two of the five years in a position of responsible charge for installation and maintenance of the collection system.

Possession of at least a valid Class B commercial driver's license with air brake endorsement within six months of full-time employment. Must remain insurable by the City of Noblesville's liability insurance carrier and maintain a safe driving record. (Refer to the Civilian Personnel Policy for additional information) Ability to obtain a Class A commercial driver's license with trailer and air brake endorsements.

Thorough knowledge of and ability to make practical application of local, state and federal regulations, department policies and procedures, and standard construction methods regarding wastewater collection systems.

Ability to supervise and direct assigned personnel, including interviewing applicants, hiring, making work assignments, evaluating performance, and maintaining discipline. Working knowledge of the *City of Noblesville Civilian Employee Personnel Policy Handbook* and ability to apply these regulations/standards to employment.

Working knowledge of Standard English grammar, spelling and punctuation, ability to prepare reports, correspondence, maintain accurate records, and prepare documents/reports as required. Ability to perform simple arithmetic calculations. Ability to operate department technology, Geographic Information System (GIS) software, and various computer programs. Working knowledge of Microsoft Office Programs, such as Word, Excel, Outlook, Teams, and SharePoint.

Ability to compute and calculate results of tests, read and interpret specifications, technical manuals, instruments, gauges and dials.

Working knowledge of universal health precautions and the city's Bloodborne Pathogens Control Plan, and ability to apply such knowledge on the job to protect oneself from infection.

Ability to read and interpret subdivision plans, sewer project specifications, lift station operation and maintenance manuals, electrical schematics, and maps.

Ability to compute and calculate results of tests, and read and interpret specifications, technical manuals, instruments, gauges and dials. Ability to utilize a wide variety of reference, descriptive, advisory, and design data and information.

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

Ability to understand and follow written and oral instructions, plan and lay out assigned work projects, and work alone and with others in a team environment with minimum supervision, often under time pressure.

Ability to work rapidly for long periods, work on several tasks at the same time, and complete assignments effectively amidst frequent distractions and interruptions.

Ability to regularly work extended hours, occasionally work evening and/or weekend 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.

II. RESPONSIBILITY:

Incumbent applies department policies and procedures and legal requirements in overseeing collection system construction and maintenance operations, discussing unusual and/or unprecedented situations with supervisor as needed. Work is periodically reviewed for effect on department goals and objectives, and compliance with department policies and procedures.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other city departments, subdivision developers, contractors, and the public for purposes of exchanging information, explaining/ interpreting policies and procedures and supervising and directing personnel.

Incumbent reports directly to the Assistant Utilities Director.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs a majority of duties in a standard office environment, involving sitting and walking at will, hearing sounds/communication, handling/grasping/fingering objects, close and far vision, depth and color perception. Incumbent inspects construction sites and occasionally assists with construction projects, which may involve lifting/carrying objects weighing up to 50 pounds, bending, reaching, crouching/kneeling, and exposure to bloodborne pathogens and other infectious materials, toxic chemicals, fumes, inclement weather, flooding, extreme temperatures, dirt, dust, heavy equipment, traffic, and working in confined areas, such as manholes and lift station wet wells.

Incumbent regularly works extended hours, occasionally works evening and/or weekend hours, and occasionally travels out of town for training and meetings, sometimes overnight. Incumbent serves on 24-hour call for emergencies.

This position is identified as having occupational exposure to blood or other potentially infectious materials.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Utilities Manager – Collection System for the Utilities 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 _____ If yes, please explain: _____

_____

_____ _____

Applicant/Employee signature Date

_____

Name Printed