

Assistant Superintendent, Wastewater Treatment

This position is responsible for managing and supervising activities and operations of the wastewater treatment plant and laboratory.

What you get to do:

- Assist Superintendent in supervising day-to-day functions of wastewater treatment plant.
- Manage, direct, oversee and administer all requirements of the Landfill Groundwater Monitoring Plan.
- Allocate resources, including staff, according to needs.
- Participate in development of policies and procedures, including making recommendations for changes and improvements to existing policies and procedures.
- Ensure staff comply with established policies and procedures.
- Manage industrial pretreatment program and MS4 programs.
- Manage accounts receivable; generate purchase orders and track expenditures.
- Coordinate laboratory sampling and analysis.
- Process payrolls and maintain personnel records.
- Direct and participate in public relations tours of the plant.
- Participate with the Superintendent in implementing the Stormwater Quality Management Plan.
- Participate in recruiting and onboarding of new staff, provide staff training, provide feedback to staff, and participate in implementing disciplinary procedures.

Experience:

- 5_ years of increasing responsibility in wastewater treatment plant operations, including 2+ years of administrative and supervisory responsibility.

Requirements:

- Indiana Wastewater Operator Certification, Class IV required.
- Valid driver's license
- Graduation from high school or GED equivalent. Some college course work in water science, chemistry, environmental science or related field preferred.
- On-call availability required

Environmental Conditions

- Works outside in all weather conditions
- Exposed to odors, wastewaters, sludges, and chemicals

- Work in confined spaces
- Climbing stairs

Schedule: Monday - Friday, 8:00 AM - 4:00 PM

Compensation: Salary starting at \$68,000 depending on certifications and experience

Benefits:

Competitive benefits package including health insurance, health savings account with Town funding, paid time off, vacation time, life insurance, PERF retirement, 457(b) retirement, free telehealth visits, and paid holidays. Take home vehicle available.

Physical Demand:

While performing the duties of this job, the employee may be required to perform moderate to heavy lifting; standing and walking for prolonged periods of time; climb, reach, balance, bend, squat, crawl, stand.

To apply for the position submit a resume to the Human Resources Manager at nparker@speedwayin.gov. In addition, please list in your email what certifications you currently hold.