

**Town of Middlebury
Water Department
Position Description
Superintendent**

POSITION: Superintendent

FLSA: Exempt

REPORTS TO: Town Manager

EFFECTIVE: February 6, 2017

SUPERVISES: Operator, Laborer, Part Time Laborer

STATUS: Full-time, salary, Monday – Friday, 6:00 am – 2:30 pm., and as assigned evening and weekend on call duty, allowing for flexibility due to emergency situations, training commitments or other scheduled programs.

POSITION SUMMARY:

The primary mission of all Water Department employees is to provide the Town of Middlebury with the most efficient and effective services in the delivery of safe and clean water. All employees are expected to conduct themselves in a courteous and respectful manner. The Superintendent reports to and accepts assignments from the Town Manager. The Superintendent is responsible for the direct supervision of all the Water Department employees as well as the operation and maintenance of all aspects of the water treatment plant and the water towers. The Superintendent is responsible for compliance with the Town's water supply permit and the water treatment plant's NPDES permit as well as all other Federal, State and local regulations relating to the public water supply.

The Superintendent is responsible for assignment of day to day tasks to Water Department personnel, making necessary adjustments to ensure that all phases of the plant operation are running efficiently and within established parameters. The Superintendent assumes all responsibility for the necessary documentation to state and federal agencies such as IDEM and EPA.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Primary duties of the Superintendent are supervision of the water employees and the effective and efficient operation and maintenance of the water treatment plant and water towers. The position includes, but is not limited to, the following responsibilities:

- Supervise the work of employees engaged in the operation and maintenance of the water treatment plant and water towers, and oversee the training of the department employees;
- Supervise the performance of a variety of chemical tests on water;
- Plan and oversee water plant operations and maintenance programs;
- Implement and enforce Town and department operating policies and procedures;
- Prepare and coordinate employee work schedules;
- Conduct employee evaluations, oversee employee disciplinary action, update all personnel files, and interview job applicants;
- Order and maintain required chemicals, equipment, parts and supplies;

- Conduct and evaluate studies on the efficiency of treatment processes and methods;
- Oversee the implementation of the Wellhead Protection Program;
- Perform maintenance, housekeeping, pump repair, and related equipment upkeep;
- Perform needed tasks that involve physical labor such as tank cleaning, water meter reading, landscaping, shoveling, and operating power equipment such as skid loaders, front loaders and dump trucks (non-CDL);
- Read meters, take samples, and keep accurate logs and records;
- Assist in monitoring, inspecting and maintaining the water treatment plant and water storage facilities for potential problems;
- Use independent judgement in collecting and analyzing samples, interpreting metering data and SCADA display screens, determining chemical feed rates and computing data on daily log sheets;
- Install, maintain and repair pipes, meter yokes, meters, meter boxes, gate valves, fire hydrants, concrete vaults and other water system components;
- Assist in the water laboratory conducting sample preparation and analysis (chlorine, suspended solids, pH, ammonia, phosphorus, etc.) and equipment cleaning;
- Prepare periodic reports for the Indiana Department of Environmental Management, the Town Council and other regulatory agencies as required;
- Respond to customer questions and complaints;
- Attend scheduled meetings, respond to emergency situations, and be on 24 hour on call duty rotation;
- Assist other departments, including the Utility Clerk, when needed; and
- Perform other duties as assigned by the Town Manager.

EDUCATION AND EXPERIENCE:

- High school diploma or equivalent required; bachelor's degree in biological, chemical or environmental sciences preferred.
- Valid Class C Indiana driver's license required.
- Valid Indiana Water Operator WT3 Certification required.
- Five (5) years' experience in water operations required with three (3) years in supervisory position preferred.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Professional and reliable exercise of independent judgment in the oversight and operation of the water treatment plant and water towers.
- Leading and managing others professionally and effectively.
- Regular and punctual attendance.
- Knowledge of safe work practices relating to water treatment operations.
- Detailed understanding of mathematical formulas and calculations are essential.
- Detailed understanding of the different stages of treatment within the water plant including thorough knowledge of laboratory procedures and analyses.
- Knowledge of water supply permitting requirements and laboratory procedures pertaining to water standard methods.
- Ability to accurately analyze sample data, interpret metering data, and read SCADA display screens.

- Must be able to prepare and maintain accurate records and reports.
- Must be able to read and interpret mechanical drawings and blueprints, schematics and circuit drawings, and the directions and information found in various maintenance manuals.
- Must possess the ability to differentiate colors.
- Must be able to establish and maintain effective and cooperative relationships with superiors, fellow employees, and the general public.
- Must have the ability to effectively and cooperatively work with other Town departments, contractors, commercial entities and civic groups.
- Must comply with the Town of Middlebury Employee Handbook.

PHYSICAL ACTIVITY REQUIREMENTS:

- Climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, seeing/observing, hearing/listening, and repetitive motions on a regular and recurring basis.
- Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and up to 15 pounds of force constantly to move objects.
- Lifting: must be able to lift objects up to 50 lbs.
- Must be able to work in cold weather and adverse conditions.

DRUG TEST REQUIRED:

The Town of Middlebury is a Drug Free Workplace. Therefore, a post offer, pre-employment drug screen is required.

EMPLOYEE SIGNATURE

I have read and understand all of the above. I have reviewed the duties and responsibilities for which I am responsible, as well as the minimum requirements of this position, with my supervisor. I understand that this document does not create an employment contract, and the above declarations are not intended to be an “all-inclusive” list of the duties and responsibilities of the job described.

EMPLOYEE _____

DATE _____

TOWN MANAGER _____

DATE _____

TOWN COUNCIL _____
PRESIDENT

DATE _____