



Job Description – Collection System Superintendent

Location: Whitestown, IN

Full/Part Time: Full Time

Regular/Temporary: Regular

Reports to: Public Works Director

Job Purpose:

Under direction of the Public Works Director, the Collection System Superintendent position is responsible for leading, planning, organizing, directing and managing the day-to-day operations directly overseeing the operations, maintenance and facilities for the Whitestown Wastewater Collection System.

Essential Duties and Responsibilities:

Duties may include, but are not limited to, the following examples.

- Supervises the operation, maintenance, and repair collection system infrastructure, such as lift stations, pumps, motors, valves, level indicators, float switches, relief valves, manholes, grease traps, generators, odor control units, and other equipment.
- Plans, directs, reviews and maintains records of all collection system maintenance.
- Assist in preparing fiscal budgets, and monitoring expenses
- Selects, trains, and evaluates staff as require.
- Participates in developing projects scopes and plans for collection system capital projects.
- Establishes, reviews, & updates written processes, SOPs, & procedures.
- Monitors personnel attendance records, payroll records, inventory control, departmental purchasing approvals, chemical ordering, and various other records and reports.
- Conducts plan review for new development.

- Responds to emergencies when required
- Participates in Utility Management On-Call
- Performs other duties as assigned.
- Responds to customer complaints or reported issues.
- Inform and interact with the public and customers in a courteous and professional manner.

Education, Knowledge, and Skills:

- High school diploma or equivalent.
- Knowledge of basic principles, practices, tools, equipment, and supplies required to maintain and repair a wastewater collection system.
- Knowledge of basic principles and practices of mobile equipment servicing and repair.
- Knowledge of basic safety practices related to the work.
- Knowledge of basic computer applications related to the work.
- Knowledge of basic mathematics.
- Knowledge of safe driving rules and practices.
- Knowledge and ability to perform confined space entry.
- Ability to provide a high level of customer service by effectively dealing with the public, vendors, contractors, and town employees.
- Ability to perform skilled work related to the installation, inspection, maintenance and repair of underground sewer lines and laterals, and pumping stations.
- Ability to perform servicing and minor maintenance on a variety of stationary and mobile equipment.
- Ability to safely use vehicles, tools, and equipment related to the work.
- Ability to interpret and explain regulations, policies, and procedures.
- Ability to make accurate mathematical calculations.
- Ability to read maps, manuals, and specifications.
- Ability to assist in responding effectively to emergency situations and troubleshooting such situations.
- Ability to maintain accurate logs, records, and basic written records of work performed.
- Ability to provide oral and written instructions.
- Ability to organize Collection System Department work, set priorities, and meet critical time deadlines.
- Ability to establish, maintain, and foster positive and effective working relationships with Town employees.

License/Certificate:

- Possession of, or the ability to obtain, a class B CDL driver's license with air brakes and tanker endorsement within one (1) year of employment.
- Ability or willingness to obtain a Class III Wastewater Collection System Operator certificate issued by the Indiana Water Environment Association.

Physical Demands/Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The incumbent must possess:

- Mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, to operate various hand tools, to operate various power tools and construction equipment, and to operate a motor vehicle.
- Vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio.
- The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards.
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator, and to operate above-mentioned tools and equipment.
- Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect worksites.
- Must possess the ability to lift, carry, push, and pull materials and objects weighing up to 75 pounds, or heavier weights with the use of proper equipment.

Work Environment:

Incumbent work includes both office and work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing Town policies and procedures.

Please send applications and resumes to Katie Barr at kbarr@whitestown.in.gov