

**POSITION:** Water Utility & Wastewater Treatment Superintendent

**REPORTING TO :** Utility Board (5 Member) & The Mayor

**JOB DESCRIPTION:** Responsible for wastewater systems improvements which meets the health needs of our consumers and to provide efficient, safe and timely delivery of water services.

The Superintendent has the responsibility to ensure that Rushville City Utilities produces and delivers safe drinking water through daily awareness of water production, treatment, storage, distribution, as well as employee management, capital planning and technical expertise.

In addition the Superintendent will:

- \* Oversee the technical operation of the departments such as analyzing lab results and compiling data for reports for regulatory agencies.
- \* Find cost effective ways to operate, establish discharge limits and ensure plant compliance.
- \* Respond to all inspections and correspondence with IDEM.
- \* Oversee the development and administration of the annual budgets.
- \* Supervise personnel including performance management, staff development, safety education, maintaining staffing levels and scheduling.
- \* Capital improvement planning and administration.

**MINIMUM QUALIFICATIONS:**

- \* Must be certified as a Class III operator and supervisory experience (5 years). Candidate should also possess excellent communication skills and the ability to multi-task.
- \* Five years experience in water utility, regulatory compliance, public works operation or similar experience. Municipal experience will be a plus. Current relevant drinking water distribution, treatment and operator's certification (DSM, WT3). Finally, a valid Indiana drivers license or the ability to obtain one within 30 days of accepting the position.

**COMMUNICATION SKILLS:**

Strong interpersonal, verbal and written communications skills, with the ability to understand and explain scientific literature, reports, construction plans, technical specifications, electrical schematics, blueprints and general correspondence. Writing work requires the ability to write technical materials, council reports, employee evaluations, business letters, memos and general correspondence. Computer literacy is also required.

**MANAGEMENT SKILLS:**

The ability to develop capital and strategic plans, manage projects and supervise personnel.

GENERAL INFORMATION:

The successful candidate in this position will have substantial interaction and contact with the organization, including but not limited to the Mayor, City Council, Clerk-Treasurer's Office, the Street Department and Fire Department as well as external stakeholders such as engineers, attorneys and developers, which may be involved in decision making or providing technical support, information and guidance for purchases or projects. In addition, the incumbent works with various state and federal regulatory agencies. He/she must be positive, team-oriented with leadership skills.

Salary will be commensurate with experience.

Resumes must be received by September 15, 2009. Send to: Rushville City Utilities, P.O. Box 39, Attn: Michael Singleton, Rushville, IN 46173.