



CITY OF CARMEL
invites applications for the position of:
Assistant Director /
Wastewater

An Equal Opportunity Employer

SALARY: \$97,994.00 - \$117,593.00 Annually

OPENING DATE: 12/18/19

CLOSING DATE: 01/02/20 11:59 PM

POSITION SUMMARY:

The purpose of this position is to provide general divisional management for the Wastewater Utility including strategic planning, asset management, personnel development, fiscal management and regulatory compliance.

ESSENTIAL JOB FUNCTIONS:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Plans, organizes and directs the work of supervisory staff including planning and securing the necessary resources to successfully achieve reliable and efficient operation of the collection and treatment facilities.
- Provides leadership in the planning, development and implementation of the Wastewater Utility's Capital Improvement Plan to meet the demands of a rapidly growing customer base. Collaborate with consulting engineers, developers, and contractors in the design and construction of treatment plant and collection system expansions and improvements.
- Monitors and ensures that treatment plant and collection system operations and improvements are managed within budget guidelines; monitors budget expenditures; approves purchase orders.
- Plans, organizes and manages priorities for staff involved in wastewater collections, wastewater treatment, and facilities maintenance.
- Provides leadership in the improvement of the Wastewater Utility's productivity and staff accountability by establishing realistic goals, monitoring and adjusting methods, practices, and policies.
- Carries out supervisory responsibilities according to City policy and applicable laws including interviewing, hiring, assigning, evaluating complaints and resolving problems.
- Analyze biological, chemical, and physical processes and recommends adjustments to optimize wastewater collection, treatment and disposal.
- Interprets federal, state and local policies, laws and regulations; recommends or initiates actions necessary to correct deviations or violations.
- Ensures adherence to OSHA and City safety procedures; monitors work environment and the use of safety equipment to protect employees and other individuals.
- Compiles and/or monitors administrative and statistical data pertaining to wastewater systems operations; analyzes data and identifies trends; prepares or generates reports; evaluates need for capital improvements and makes recommendations.

- Reviews proposals, reports, plans, and specifications; approves or revises plans for project in planning stage; selects contractors and equipment through bid process or other appropriate means; Provides professional and technical advice and support to the Utilities Director; oversees capital construction projects.
- Develops annual budget for wastewater collection and treatment systems; assists Utilities Director in financial planning and rate calculations.
- Stays current on new and innovative technology processes being implemented in the plant; ensures proper use of new equipment.
- Maintains comprehensive, current knowledge and awareness of applicable laws and regulations; maintains awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

Non-essential Job Functions:

- Performs other related duties as required.

KNOWLEDGE, SKILLS & ABILITIES:

- Ability to assemble, coordinate, review, prioritize, classify and analyze data.
- Ability to utilize a wide variety of reference, descriptive, advisory, consulting and design data and information; ability to coordinate and manage data, and use data to make managerial decisions.
- Knowledge of environmental, engineering, financial, legal and personnel language, principles and techniques.
- Ability to exercise discretion in identifying and selecting from alternative courses of action.
- Ability to make decisions on policy, procedural and technical levels.
- Ability to organize and direct work of self and others, and to apply principles of persuasion and influence over others in a leadership capacity.
- Ability to provide guidance, assistance and interpretation regarding the application of procedures and standards to specific situations.
- Ability to communicate effectively on an individual or group basis; includes ability to speak and write clearly.
- Ability to operate a personal computer utilizing word processing, spreadsheet, database management, presentation, inventory, plant operation, accounting and other software applications as may be necessary to perform essential job functions.
- Ability to operate a motor vehicle to conduct work activities.
- Ability to operate a variety of machinery, equipment and tools associated with department operations, which may include a microscope, gas detector, process machinery, laboratory equipment, maintenance equipment, mechanic tools, diagnostic instruments and hand tools.
- Ability to calculate decimals, percentages and fractions; ability to perform moderately complex algebraic and geometric operations, as well as those requiring knowledge of integral calculus; ability to utilize principles of statistical theory and inference; ability to calculate surface area, volumes, weights and measures.
- Ability to respond to 24 hour call-out.

- Ability to exert heavy physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching and crawling, and that may involve the lifting, carrying, pushing and/or pulling of objects and materials weighing 20-50 pounds.
- Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, humidity, wetness, fumes, temperature and noise extremes, machinery, electric currents, traffic hazards, toxic agents, disease, pathogenic substances or sewer gases.

QUALIFICATIONS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:

- Bachelor's degree in environmental science, biology, civil engineering, chemistry, ecology, natural resources or related field, with some course work in business administration.
- Six (6) to nine (9) years experience that includes progressive responsibility in wastewater plant operations and sewer collection systems in a Class III (or higher) plant.
- Or any equivalent combination of education, training and experience that provides the requisite knowledge, skills and abilities for this position.
- Must possess and maintain a valid Indiana driver's license.

Must obtain a valid Sewer Collection System Operator certification within one year of appointment. *The City of Carmel, 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.*

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.carmel.in.gov>

Job #2019 - 025
 ASSISTANT DIRECTOR / WASTEWATER
 JS

OUR OFFICE IS LOCATED AT:
 One Civic Square
 Carmel, IN 46032
 317-571-2465
 317-571-2467
hr@carmel.in.gov

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Assistant Director / Wastewater Supplemental Questionnaire

- * 1. Are you age 18 or older?
 - Yes
 - No
- * 2. Are you a citizen of the United States?
 - Yes
 - No
- * 3. If you are not a citizen of the United States, are you lawfully eligible for employment in the United States? (If hired, you will be required to provide evidence of immigration/visa status.)
 - Yes
 - No
 - I am a United States Citizen
- * 4. Are you currently or have you ever been employed by the City of Carmel?
 - Yes
 - No
- * 5. If yes, please list the dates of employment and the departments. If no, enter n/a.

- * 6. Are you related to anyone currently or previously employed by the City of Carmel?
 Yes
 No
- * 7. If yes, please list names and relationships. If no, please enter n/a.
- * 8. List any other names under which you have been employed. (If none, mark as n/a)
- * 9. If applying for a position that requires driving, do you currently possess a valid driver's license?
 Yes
 No
- * 10. Has your license ever been suspended?
 Yes
 No
- * 11. If yes, provide reason, date and length of suspension. If no, enter n/a.
- * 12. Please list all moving traffic violations you have been cited for in the past 10 years (include violation and date). If none, enter n/a.
- * 13. Have you ever been disciplined in a job?
 Yes
 No
- * 14. If yes, please explain. If no please enter n/a.
- * 15. Have you ever been terminated from a job?
 Yes
 No
- * 16. If yes, please explain. If no, enter n/a.
- * 17. Have you ever been convicted of a felony, misdemeanor or infraction? (Do not include offenses that have been expunged.) A guilty plea or conviction is not an automatic bar from employment.
 Yes
 No
- * 18. If yes, please describe each offense and provide the date, court and disposition of each offense. If none, enter n/a.
- * 19. Are there criminal, felony or misdemeanor charges currently pending against you? (Do not include charges for which you have entered a diversion or deferral program.)
 Yes
 No

- * 20. If yes, please explain. If none, enter n/a.

- * 21. If presently employed, please explain why you wish to make a job change?

- * 22. Please list any other licenses or certifications. If none, enter n/a.

- * 23. Please list any areas of specialized study or training. If none, enter n/a.

- * 24. List other knowledge, skills, abilities and accomplishments, not included elsewhere on this application, that will help us evaluate your qualifications for this position. If none, enter n/a.

- * 25. Do you currently hold a wastewater treatment license?
 - Yes
 - No
- * 26. Do you currently hold a collections system license?
 - Yes
 - No
- * 27. What is the maximum number of people you have supervised at one time?

- * 28. What was the capacity of the largest plant you managed?

- * 29. What is the largest budget you have planned and managed?

- * 30. Describe your experience managing plant renovation projects?

- * 31. Describe your experience with general project management? Give detail on different types of projects and how many years of experience you have.

- * 32. Describe your experiences in Wastewater Plant facilities planning.

- * 33. Describe your experience with wastewater collection system Master Planning. Experience with Asset Management should be included here.

- * 34. Describe your management style. How has it changed in the last 5 years?

- * 35. Describe your experience with IDEM, and in particular any permit violations that you resolved. Please explain the cause of the violation.

- * 36. In order to better serve future applicants, please indicate the device you are using to apply for this position.
 - Desktop or Laptop Computer
 - Tablet
 - Cell Phone
 - Other Device (Internet TV, Gaming Device, etc.)
- * Required Question