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Job Details:

- **Location:** Brownsburg, IN
- **Employment Type:** Full-time
- **Compensation:** \$67K - \$80K/annual

Principal Function: The Water Superintendent is responsible for overseeing the Water Department including administration, planning, and supervision of the water distribution system, facilities, and infrastructure.

Essential Duties and Responsibilities: Duties include, but are not limited to:

- Oversees construction, operations, and maintenance related to production, treatment, storage, and distribution of safe drinking water.
- Supervises, plans, and coordinates activities of workers in operation and maintenance of waterworks system.
- Develops, maintains, and implements policies and procedures to effect operational efficiency and safety; plans, organizes, implements, and evaluates outcomes of capital and strategic plans.
- Prepares plans and specifications for new equipment or modification of existing equipment to effect increased operational capacity or efficiency.
- Inspects work in progress and completed to ensure conformance to specifications and regulatory compliance.
- Ensures compliance with federal, state, and local water regulations including those defined by the U.S. Environmental Protection Agency (EAP), the Indiana Department of Environmental Management (IDEM), and the Stormwater Rule 13 ordinance.
- Reviews and evaluates water reports, records, logs, and graphs to confirm adequacy of present and projected water needs and regulatory compliance; tests and analyzes water quality samples.
- Manages backflow prevention program including installation and testing of equipment.
- Participates in public outreach efforts including educating public on managing surface and ground water.
- Determines action to be taken in event of emergencies such as machine, equipment, or power failure.
- Manages and monitors meter reading work flow, water connects and disconnects, facility maintenance, and the Wellhead Protection Program.
- Files accident reports, when necessary, and monitors adherence to established safety policies.
- Prepares regulatory and operational reports as required.
- Assists with Municipal Separate Storm Sewer System (MS4) requirements.
- May prepare budget estimates based on anticipated material and personnel needs; administers budget as required.

Supervisory Participation & Control: This job has employee supervisory responsibilities.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty according to the requirements of the Town of Brownsburg. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

Education and/or Experience: Bachelor's Degree (B.A./B.S.) in civil, environmental, or sanitary engineering, public or business administration, or other related field; and five years related experience and/or training; or equivalent combination of education and experience is required. Previous experience in drinking water, pipeline maintenance, and/or laboratory analysis and interpretation is required. Water licensing required including, but not limited to, Grade DSL Water Distribution System Operator and Grade WT3 Water Treatment Plant Operator.

Knowledge, Skills, and Abilities:

- Knowledge of federal, state, and local water regulations.
- Highly organized and detail oriented.
- Resourceful and creative.
- Analytical skills and problem-solving ability.
- Must exhibit professionalism and be effective working with public, vendors, and employees.
- Skillfully convey information on a wide range of topics to a diverse target audience.
- Influencing and consultative skills are critical.
- Proficient with commonly used office software, including but not limited to: MS Word, Excel, PowerPoint, Outlook, as well as telephone and internet communications.
- Ability to handle confidential information.
- Effective prioritization and time management skills.
- Ability to work in a fast-paced, high-pressure, deadline driven environment.
- Strong initiative to strive for continuous accuracy, quality, and timeliness of information.
- Ability to build and maintain effective relationships through strong interpersonal skills with emphasis on relationship-building and consistent demonstration of solid professional judgement.
- Ability to manage multiple projects and tasks simultaneously.
- A genuine commitment to quality on behalf of the Town while building a culture committed to excellence is mandatory.
- Must have and maintain a verifiable Driver's License, demonstrated safe driving record, and remain insurable through the Town's liability insurance carrier if applicable.

Physical Demands: 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 duties and responsibilities.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently will stand; walk; and lift and/or move up to 50 pounds without an assistive device (greater weights may be required with the use of an assistive device). The employee occasionally will climb or balance; stoop, kneel, crouch, or crawl.

Specific vision abilities required by this job include close vision (clear vision at 20 inches or less), distance vision (clear vision at 20 feet or more), color vision (ability to identify and distinguish colors), peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point), depth perception (three-dimensional vision, ability to judge distances and spatial relationships), and the ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities

This job operates primarily in the general community with moderate safety/health hazard potential. The noise level in the work environment is usually moderate to loud. However, job duties will require employee to operate in a professional office environment with minimal safety/health hazard potential.

While the role follows a work schedule of 7AM to 4PM, Monday through Friday, this job will require work beyond these hours which may include nights, weekends, holidays, and 24/7 on call status. Frequent in-town travel will be required.