



SUPERINTENDENT WATER TREATMENT

Job Posting

Position Title: Superintendent Water Treatment
Department: Columbus City Utilities; Water Treatment
Reports to: Manager of Operations
Supervises: Water Treatment Employees; others as required
Salary Range: \$53,003 - \$66,253 / annual
FLSA: Full Time; Exempt; Safety Sensitive
Application Deadline: April 16, 2021

Apply Online at <http://JOBS.COLUMBUS.IN.GOV>

If you need assistance, accommodations or don't have access to the internet elsewhere, call or email City Human Resources 812-376-2570 or humanresources@columbus.in.gov to make an appointment to apply in person. We welcome all applicants.

Position Summary:

The Superintendent of Water Treatment is responsible for the administration, operation and maintenance of all water treatment facilities operated by the Columbus City Utilities. The Superintendent exercises direct authority over all plant functions and personnel. Organizes and directs all operations and maintenance activities. Recommends work for inclusion in the department's capital improvements program.

Essential (Primary) Duties:

- Maintain continuing plant operations under normal and emergency conditions by scheduling all personnel, overseeing equipment maintenance, and monitoring plant performance in meeting water quality standards.

- The Superintendent is in responsible charge of all water treatment, pumping and storage operations of the Columbus City Utilities as defined by the State of Indiana.
- Perform regular inspections of plant and collects data from subordinate personnel, prepares daily and monthly reports regarding water quality and the conditions of plant equipment, and evaluates plant operations for efficiency and compliance with regulations.
- Supervises staff, ensuring proper plant functioning and the maintenance of all necessary records.
- Maintains inventory of plant supplies, and requisitions materials as needed, including consultation with sales representatives to ensure cost effective purchases and submittal of formal requests for major expenditures.
- Overseeing plant payroll, including authorizing staff assignments, overtime and employee pay.
- Prepare and submit department capital budget and administer budget upon approval.
- Perform annual review of department activities and prepare and submit a report, as required.
- Analyzes plant operations, developing and recommending operational improvements, as necessary.
- The Superintendent is responsible for facilities that include two gravity filter-iron manganese removal water treatment plants; twenty-three raw waters wells; and five storage tanks.
- The Columbus City Utilities encourages flexibility in its workforce. The Superintendent has direct authority over five (5) full-time employees but may direct teams of less or greater size on specific tasks and may be assigned duties and responsibilities from those listed as the need arises.
- The Superintendent reports to the Manager of Engineering, who in turn reports to the Utilities Director, but must coordinate activities and personnel with all aspects of the CCU and many other agencies.
- Administrative duties include the preparation of the operating costs for inclusion in the department's annual budget and all necessary forms and submittals associated with the department's Monthly Report of Operations, Consumer Confidence Report, SERA Title III and Quality Control Testing Reports, and other related reports as needed.
- Assists with GIS and work order data maintenance.
- Responds to plant emergencies on a 24-hr basis.
- Take all reasonable steps to maintain a safe work environment.

Other Duties:

- Coordinate with other Utility and City Departments on projects and programs.
- Support and mentor staff in regulatory, operational and maintenance activities.
- Conduct tours of plants for school and other community groups.
- Perform related duties as assigned.

Personal Characteristics:

- Inquisitive
- Transparent
- Willing to learn
- Desire to excel
- Ability to assess and prioritize needs
- Excellent communication skills
- Curiosity and willingness to ask questions and thoroughly understand the business

Skills and Experience Requirements:

- Must have a high degree of proficiency in practical water treatment including supervisory experience. Should have experience in advance operational methods including plant automation and maintenance management techniques. Knowledge of general OSHA safety regulations. Advanced education in related fields considered a plus.
- Basic computer skills or willingness to learn the use of e-mail, work order systems, excel/word documents, GIS systems and basic web searches.

Physical Requirements:

- The physical activity expected is climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, sitting, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing and repetitive motions.
- Vision sufficient for driver's license, creation and maintenance of documents and using equipment and reading/working with plant equipment.

- Other requirements: keyboarding / CRT; attention to detail; monitoring equipment; detailed inspection; and transcription or proofreading.

Education:

- Must possess a high school diploma or equivalent plus special training usually gained through work experience, vocational programs or apprenticeships.
- Thorough knowledge of departmental regulatory, operational and customer-related administrative procedures and the ability to apply this knowledge to meet work responsibilities, both efficiently and effectively.

Work Environment:

Job Location: The minimum working conditions for this position requires the employee to work both inside and outside, be exposed to temperatures below 32 degrees for periods of more than one hour, be exposed to temperatures above 100 degrees for periods of more than one hour, be exposed to noise, vibration, hazards, and atmospheric conditions in which one or more of the following symptoms affect the respiratory system of the skin: fumes, odors, dust, mists, gases, or poor ventilation.

Safety Equipment: The safety equipment required includes, but is not limited to, a hard hat, safety vest, respirator, confined space safety harness, self-contained-breathing apparatus, safety glasses and steel-toed shoes, depending on the task.

Licenses or Certifications

- Must hold a valid Indiana Water Treatment Plant Operations Certification Level III (WT3).
- Additional IDEM certifications considered a plus.
- Must have a valid Indiana Driver's License and maintain it at all times.
- Must have good driving record, sufficient to be covered by city insurance as a driver while on duty.

Residency:

Must reside in Bartholomew County or adjoining county within six (6) months of employment.

This position is subject to the City's Drug and Alcohol Free Workplace Program which includes: pre-employment testing, post-accident testing, reasonable suspicion testing, return-to-duty testing and follow-up testing.

This description is intended to describe the type and level of work being performed by the person assigned to this job. It is not an exhaustive list of all duties and responsibilities required by a person and employees at the city may be given other assignments at will.

AN EQUAL OPPORTUNITY EMPLOYER

M/F/D/V

*all potential applicants are encouraged to apply, and if you need accommodation or help applying online, please call 812.376.2570 to make an appointment or email humanresources@columbus.in.gov