



Valparaiso City Services

205 Billings Street, Valparaiso, IN 46383

Water Superintendent

Position: Water Superintendent
Department: Water Department
Reports To: Utilities O&M Director

Ctgy/Pay Range: EXE C \$78,000-\$82,000 +/- DOQ
Position Status: Exempt
Position Category: Regular, Full-time

POSITION PURPOSE:

Incumbent serves as Water Superintendent for the Water Department, responsible for planning, coordinating, managing and directing water treatment plant operations and maintenance, laboratory, regulatory and financial functions.

ESSENTIAL FUNCTIONS:

- Supervises assigned staff including analyzing workload, interviewing candidates and recommending hiring decisions, providing orientation and training, planning, delegating, and controlling work assignments, establishing work goals, creating on-call schedules, evaluating performance, maintaining discipline and recommending personnel actions, communicating/administering personnel programs and procedures, and keeping staff informed of organizational developments.
- Ensures adherence to all regulatory permits, Safe Drinking Water Act and Federal Clean Water Act.
- Analyzes treatment process control parameters and institutes changes necessary to maintain treatment objectives and efficiency to ensure safe drinking water.
- Oversees the water quality in the water distributions system.
- Plans, coordinates, and directs water operations and maintenance daily duties. Oversees maintenance activities at water treatment facilities and business buildings.
- Maintains inventory and purchases required operational, maintenance and laboratory supplies.
- Maintains the Department's Microbiology laboratory certification issued by Indiana State Department of Health.
- Develops, implements, and maintains and enforces water operations standards, SOPs, procedures, and techniques for operations work and assigned employees.
- Identifies and assesses need for capital improvement projects, developing and implementing capital and operational budgets.

I. SKILLS AND KNOWLEDGE:

- Bachelor's degree in engineering, biology, chemistry or an equivalent combination of education and experience with a minimum of five (5) years' experience in a supervisory role. In certain instances, relevant experience may be substituted for educational requirements.
- Ability to obtain and maintain required certifications and training such as WT-3 Water Treatment Operator's Certificate, A-SO Wastewater Operator's Certificate, and First Aid/CPR certification.
- Must be at least 21 years of age.
- Ability to comply with all employer and department hiring requirements, including passage of a drug test.
- Working knowledge of operational and capital budget development and implementation for treatment plants to provide safe drinking water at competitive costs and develop long range plans to ensure proper continuity of operations.
- Working knowledge of Federal, State, and local water regulations as applied to long term planning as well as daily

operations and decision making to ensure operation of treatment plants complies with regulations to protect health of customers and consumers of drinking water.

- Working knowledge of and ability to operate standard office, and department equipment software, drawings, and test equipment including, but not limited to computer, SCADA, calculator, fax machine, postage meter, copier, scanner, and telephone.
- Knowledge of and ability to apply long range planning methods to changing regulations to ensure continuation of proper operation of drinking water treatment plants and assist in management decision making.
- Ability to supervise assigned staff including analyzing workload, interviewing candidates and making recommendations on hiring, providing orientation and training, planning, delegating, and controlling work assignments, establishing work goals, creating on-call schedules, evaluating performance, maintaining discipline and recommending personnel actions, communicating and administering personnel programs and procedures, and keeping staff informed of organization developments.
- Ability to occasionally work weekends, evenings, and extended hours, occasionally respond to emergencies on a 24-hour basis, occasionally serve on 24 hours call on a rotation basis, and travel out of town for meetings, sometimes overnight.
- Possession of a valid driver's license and a demonstrated safe driving record.

Please forward resumes to Shihua Chen at schen@valpo.us or Dawn Rowe at drowe@valpo.us.

THE VALPARAISO CITY SERVICES IS AN EQUAL OPPORTUNITY EMPLOYER.

THIS JOB POSTING DOES NOT CONSTITUTE AN EMPLOYMENT CONTRACT.

VALPARAISO CITY SERVICES IS AN AT-WILL EMPLOYER.