



MICHIGAN CITY, INDIANA

Human Resource Department ~ Ta-Tanesha C. George, Director ~ 219.873.1427 ~ e-mail: tgeorge@emichigancity.com

June 27, 2024

NOTICE OF JOB OPENING

The City of Michigan City is currently seeking applicants for the listed position:

DEPARTMENT:	SANITATION WATER RECLAMATION
POSITION:	WATER RECLAMATION SUPERINTENDENT
SALARY:	\$83,744.26 Annually
FLSA Status:	Exempt, Full Time

This individual is responsible for managing and overseeing all treatment plant staff including operations, laboratory, pretreatment and biosolids handling. The Superintendent reports directly to the General Manager.

Duties include supervision of department staff including training and directing work assignments. Responsible for all WWTP operations and for ensuring compliance with all applicable state and federal permits. This position also acts as liaison with the news media and local government and civil organizations and will represent the district during IDEM or other agency inspections. A full *Position Description* is attached to this Notice.

This position requires a bachelor's degree in engineering, environmental science, physical sciences, natural resource management or a related field with a minimum of 3-5 years of related experience. A valid Indiana Class IV Wastewater Treatment Plant operator's certificate or the ability to obtain one within one year if the current certification is in a different state is also required. **A valid Indiana Driver's License** is also required, and the person must be able to meet all departmental hiring requirements.

The successful candidate will be eligible for a full benefit package which includes medical, dental and vision insurance after 90 days and an employer paid life insurance benefit. Employees also earn sick time after completing the 90-day probationary period and are eligible for paid vacations days after completing one year of employment. The Sanitary District of Michigan City is a PERF covered employer.

Please forward your applications and/or resume to the Human Resources Department.:

- Electronic applications may be found at www.emichigancity.com or
- In person at the Human Resource Department, City Hall, 100 E. Michigan Blvd., Michigan City, Indiana 46360 or
- Via email to tgeorge@emichigancity.com.

Applications will be accepted until this position is filled.

JOB TITLE: OPERATIONS SUPERINTENDENT, WATER RECLAMATION

DEPARTMENT: MICHIGAN CITY SANITATION WATER RECLAMATION DEPARTMENT

ORGANIZATIONAL RESPONSIBILITY: The Superintendent reports directly to the General Manager and oversees all treatment plant staff including operations, laboratory, pretreatment, and biosolids handling.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Plan, organize, establish staffing, control, and direct the positions under him/her.
2. Develop and implement staff training and succession planning as needed to ensure continuous and effective operations.
3. Prepare reports and appropriate budget plans, including operational and capital planning budgets.
4. Maintain effective communications and working relationships.
5. Provide updates on plant operations to the General Manager and Commissioners.
6. Responsible for all WWTP operations and for ensuring compliance with all applicable state and federal permits.
7. Responsible for implementation and maintenance of staff safety training programs and incident reporting.
8. Act as liaison with the news media and local government and civil organizations. Personally represent the District during IDEM or other agency inspections and in correspondence.
9. Represent the District with contractors, engineers, and consultants on various maintenance and capital improvement projects.
10. Compile, verify, and certify all operational, NPDES, Land Application, and Pretreatment reports to state and federal agencies.
11. Oversee capital project implementation, supervision, and coordinate plant operations during construction.
12. The Superintendent will not use their authority to influence the results of the laboratory's testing.
13. Other Duties are required by the General Manager, the Board, or the Mayor as required.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

While performing the duties of this job, the employee is frequently required to walk, sit, talk and hear. The employee is occasionally required to stand; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance, color vision, and the ability to adjust focus.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne

The noise level in the work environment is usually moderate.

DESIRED KNOWLEDGE, EXPERIENCE, SPECIFICATIONS AND EDUCATION

1. Highschool Diploma, or GED equivalent is required.
2. A college degree in Engineering, Environmental Science, Physical Sciences, Natural Resource Management, or similar is highly desired.
3. Must possess a valid Indiana Class IV Wastewater Treatment Plant Operator's Certificate or the ability to obtain one within one year if the current certification is in a different state.
4. A knowledge of managerial processes.
5. A knowledge and understanding of construction and construction inspection, contractor pay forms, change orders, and other capital project related oversight.
6. A knowledge of treatment processes, including physical, chemical and biological functions.
7. A knowledge of industrial waste materials and other effects.
8. Excellent oral and written skills
9. A valid Driver's License is required.