



CITY OF ELKHART HUMAN RESOURCES DEPARTMENT

JOB POSTING

Important Information

We're pleased to announce that a new **non-union job opportunity** is now available on the **City of Elkhart's official careers page**. As part of our continued efforts to enhance the employee experience and streamline the hiring process, **all applications for non-union positions must now be submitted through the City's online application system.**

If you are interested in applying, please visit:

<https://elkhartindiana.org/careers/>

From there, you'll be able to:

- View the full job posting
- Upload your resume
- Submit your application electronically

This updated process ensures greater consistency, efficiency, and ease of access for all applicants.

If you have any questions about the position or need assistance with the application process, feel free to contact: Lidia.Munoz@coei.org, (574) 322-4485

Thank you for your continued service to the City of Elkhart.

Department:	Public Works and Utilities
Division:	Public Works and Utilities
Position:	Plant Manager
Rate of Pay:	Up to \$99,000

NON-UNION

CITY OF ELKHART – JOB DESCRIPTION

DEPARTMENT OF	Public Works and Utilities	POSITION	Plant Manager
CATEGORY	Salaried, Up to \$99,000	STATUS	Full-time, Exempt
REPORTS TO	Public Works Director	DATE	2025
JOB SUMMARY	Incumbent serves as Plant Manager for City of Elkhart Public Works and Utilities. This position serves as the Operator of Record for the City’s Wastewater Treatment Plant and three Water Treatment Plants. This includes including responsibility for oversight of day-to-day activities, physical security and long term needs related to Water and Wastewater Utility Operations and Maintenance Divisions including treatment facilities, lift stations, water towers, booster stations and ancillary facilities.		
PRINCIPAL DUTIES AND RESPONSIBILITIES	<ul style="list-style-type: none">• Facilitate the formal and timely submission of several local, state and federal reports ensuring compliance with all permitted activities.• Identify and facilitate training related to Operations procedures and process control, sampling and analyses to ensure compliance.• Identify and facilitate training related to utility mechanical and operational processes to ensure safe and efficient preventive, routine and emergency procedures are done safely and efficiently, including the City’s asset management program.• Work with utility leadership in budgetary planning and spending oversight for utility Operations and Maintenance Divisions.• Prepare annual operating and capital budgets for Operations and Maintenance Divisions.• Lead Operations and Maintenance Teams in interviewing candidates for openings, making hiring decisions, orienting new hires, evaluating work load and work flows to optimize efficiency, taking corrective action when appropriate and necessary, establishing work goals and ensuring appropriate training needs are provided.• Communicate and interface with the Board of Works, City Council, boards, commissions and all internal and external customers as appropriate for all water quality related matters.• Collaborate with and provide support for other Public Works Division Team members with regarding to facility and grounds maintenance needs and activities.• Preparation of the annual report of Water and Wastewater Utility Operations and Maintenance Divisions for presentation to the Common Council.• Prepare and present reports, papers and presentations to a variety of individuals and groups, including local boards, commissions, community organizations and local school groups.• Evaluate Operations and Maintenance procedures, work flows and resources to enhance efficiency and safety.		
OTHER DUTIES AND RESPONSIBILITIES	<ul style="list-style-type: none">• Maintains up to date knowledge water and wastewater operations and maintenance by attending professional and technical seminars/conferences, and reviewing and researching current literature.• Requisitions and controls the purchase of Department materials, supplies, and equipment.		

	<ul style="list-style-type: none"> Coordinates and contracts with service providers and vendors.
EDUCATION AND EXPERIENCE	<ul style="list-style-type: none"> Bachelor's degree in Chemistry, Environmental Science, General Science, Biology, Engineering Technology or Civil/Environmental Engineering is preferred. Have and maintain a WT3 Water Certification. Have and maintain as Class IV Wastewater Certification. Five years of experience with water filtration processes. Five years of experience with Class IV activated sludge and anaerobic digestion processes. Five years of successful leadership of assigned work group.
KNOWLEDGE, SKILLS, AND ABILITIES	<ul style="list-style-type: none"> Possess and maintain a valid operator Driver's License. Strong communication skills, both oral and written. Manage unexpected changes in priorities and workload. Strong computer and software application management including computer software applications used by the department and other specialized applications such as GIS is required. Working knowledge of the hazards and safety precautions common to municipal water and wastewater treatment facilities.
PHYSICAL, MENTAL, AND VISUAL SKILLS	<ul style="list-style-type: none"> Ability to be mobile in a variety of work environments, including typing at a desk, climbing steps, ramps and ladders, and driving to remote locations. Ability to reach overhead, bend down, walk, climb or crawl to access equipment. Ability to communicate effectively, use courtesy, tact, diplomacy and persuasiveness when coordinating with and training Team Members. Must have knowledge and ability to work with minimal supervision.
WORKING CONDITIONS	<ul style="list-style-type: none"> Combines office-based responsibilities with time spent in wastewater treatment environments, where exposure to chemical, biological, and physical hazards may occur. Requires proper use of personal protective equipment (PPE) and strict adherence to safety and maintenance procedures. Involves occasional deadline-driven tasks within an office setting. Includes travel to local industries and government offices at the local, state, or federal level.
DRUG TEST REQUIRED	<ul style="list-style-type: none"> The City of Elkhart is a Drug-Free Workplace; successful completion of a post-offer drug screen is required. Random drug testing may be conducted after employment. Background checks must produce acceptable BMV and criminal history reports.
POLICY STATEMENT	<ul style="list-style-type: none"> The incumbent is required to possess the knowledge, skills, and abilities, and the physical, mental, and visual skills described in this job description to perform the principal duties, responsibilities and essential job functions. This job description is intended to describe the general nature and level of work being performed by the incumbent. Principal duties and responsibilities are intended to describe those functions that are essential

	<p>to the performance of this job and “other” duties and responsibilities include those that are considered incidental or secondary to the overall purpose of this job.</p> <ul style="list-style-type: none"> • This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by the Mayor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.
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