

POSITION DESCRIPTION
SANITARY DISTRICT OF MICHIGAN CITY, INDIANA

POSITION: Water Reclamation Superintendent
DEPARTMENT: Water Reclamation
JOB CATEGORY: EXE (Executive)

DATE WRITTEN: November 20, 2024
DATE REVISED:

STATUS: Full-Time
FLSA STATUS: Exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The Sanitary District of Michigan City provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

THE POSITION:

The Water Reclamation Superintendent is a self-directed and highly accountable position providing oversight, direction and leadership to the Water Reclamation Department. The Superintendent oversees all treatment plant staff including operations, laboratory, pretreatment, biosolids handling and collections.

DUTIES:

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 Public Works Director/General Manager and Sanitary District 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 civic organizations.
9. Personally represent the District during IDEM or other agency inspections and in correspondence.
10. Represent the District with contractors, engineers, and consultants on various maintenance and capital improvement projects.
11. Compile, verify, and certify all operational, NPDES, Land Application, and Pretreatment reports to state and federal agencies.

12. Oversee capital project implementation, supervision, and coordinate plant operations during construction.
13. The Superintendent will not use their authority to influence the results of the laboratory's testing.
14. Other Duties are required by the Public Works Director/General Manager, the Board, or the Mayor as required.

I. JOB REQUIREMENTS:

Possess leadership and team management skills that inspire, motivate, and develop a diverse workforce.

Possess interpersonal communication skills and a commitment to build strong relationships with external and internal stakeholders, intergovernmental agencies, regulatory agencies, public and private entities, community organizations, residents and businesses.

Possess strategic thinking skills and able to develop long-term plans and initiatives.

Knowledge in municipal budget preparation and management, project management, staff oversight, personnel management, and resource allocation.

Knowledge of the latest wastewater treatment practices, technologies, design methods, construction practices, and regulatory requirements.

Possess and espouse personal attributes such as a commitment to public service, high ethical standards, strong problem-solving skills, adaptability, and a collaborative spirit.

Ability to comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to provide public access to, or maintain confidentiality of, Department information and records according to state requirements.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.

Ability to effectively communicate with co-workers, other City departments, news media, local government and civic organizations, contractors, engineers, consultants and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

II. DESIRED KNOWLEDGE, EXPERIENCE, SPECIFICATIONS & EDUCATION:

1. High School 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.
4. A knowledge of treatment processes, including physical, chemical and biological functions.
5. A knowledge of managerial processes.
6. A knowledge and understanding of construction and construction inspection, contractor pay forms, change orders, and other capital project related oversight.
7. A knowledge of industrial waste materials and other effects.
8. Excellent oral and written skills
9. A valid Driver's License is required.

III. PERSONAL WORK RELATIONSHIPS:

The Water Reclamation Superintendent maintains frequent contact with co-workers, equipment suppliers, chemical suppliers, engineering consultants, and state permitting officials for the purposes of implementing the duties and responsibilities of Water Reclamation Superintendent.

The Water Reclamation Superintendent reports directly to the Public Works Director/General Manager.

IV. PHYSICAL EFFORT 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 is occasionally exposed to wet and/or humid conditions.

The position may also include frequent disagreeable working conditions such as noise, fumes, odor and hazardous chemicals located near the work site.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Water Reclamation Superintendent for the Sanitary District of Michigan City Water Reclamation Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes_____ No_____

Applicant/Employee signature

Date

Print or Type Name