

**POSITION DESCRIPTION  
CITY OF SCOTTSBURG, INDIANA**

**POSITION:** Wastewater Director  
**DEPARTMENT:** Wastewater Treatment Plant  
**WORK SCHEDULE:** 7:00 a.m. - 3:30 p.m., M-F + weekend hours  
**JOB CATEGORY:** PAT (Professional, Administrative, Technological)

**DATE WRITTEN:** May 2022                                    **STATUS:** Full-time  
**DATE REVISED:** January 14, 2025                    **FLSA STATUS:** Excluded

**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 City of Scottsburg 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.**

Incumbent serves as Director for the City of Scottsburg Wastewater Treatment System and MS4 Program, responsible for administering and directing all department operations and personnel.

**DUTIES:**

- 1) Department Leadership and Compliance**
  - Directs and oversees the operation of the Wastewater Department to ensure all activities are performed efficiently, on time, and with a strong emphasis on customer service.
  - Ensures departmental operations comply with federal, state, and local regulations, industry standards, and safety guidelines.
  - Develops and implements policies, procedures, and performance standards that align with regulatory requirements and the City's goals.
  
- 2) Personnel Management and Development**
  - Supervises and directs department staff by analyzing workloads and determining human resource needs.
  - Leads recruitment processes, including interviewing candidates and making hiring recommendations.
  - Provide onboarding and orientation for new staff and assign and monitor tasks to ensure clear expectations and accountability.
  - Develops employee performance goals, conducts performance evaluations, and provides coaching and training for professional development.
  - Administers disciplinary actions as necessary, ensuring corrective measures align with City policies and procedures.
  - Facilitates team communication, keeps staff informed of organizational updates, and resolves personnel issues to foster a collaborative work environment.

### 3) **Capital Improvement Program (CIP) Development and Management**

- Develops and manages the Capital Improvement Program (CIP) by identifying priorities, assessing system needs, and coordinating short- and long-term infrastructure improvement projects.
- Prioritizes CIP projects based on system needs, regulatory requirements, and available funding.
- Coordinates the planning, design, and implementation of capital projects related to wastewater collection, treatment facilities, lift stations, and stormwater infrastructure.
- Works with City consultants and engineers to estimate costs, prepare funding applications for CIP projects.
- Prepares long-term infrastructure improvement plans, including asset management strategies for aging infrastructure.
- Tracks progress, ensures timely completion of projects and provides reports to city leadership and stakeholders.

### 4) **Operations and Maintenance**

- Plans, assigns and directs personnel and resources to ensure operational safety during both routine and emergency situations.
- Oversees the wastewater collection system, lift stations, treatment facilities, stormwater infrastructure (MS4), and pumping stations, ensuring maintenance, inspections, and repairs are completed on schedule.
- Ensures compliance with National Pollutant Discharge Elimination System (NPDES) permits and MS4 program requirements, including public education and outreach, illicit discharge detection and elimination (IDDE), and pollution prevention initiatives.
- Conduct inspections to identify potential issues, coordinate preventive maintenance, and oversee capital improvement projects to enhance infrastructure reliability and efficiency.
- Develop and enforce emergency response protocols for lift station failures, sewer overflows, and other emergency situations.

### 5) **Safety Management**

- Develops, implements, and oversees safety programs and protocols for department personnel and contractors to ensure compliance with OSHA regulations and safety best practices.
- Conduct regular safety audits, hazard assessments, and job-site inspections to identify and mitigate risks.
- Coordinates safety training programs, including proper handling of hazardous materials, confined space entry, lockout/tagout procedures, and use of personal protective equipment (PPE).
- Ensures all incidents, near-misses, and injuries are properly reported, investigated, and documented. Implements corrective measures to prevent recurrence.

- Promotes a culture of safety by leading safety meetings, reinforcing safety standards, and fostering accountability at all levels.
- 6) **Laboratory Testing and Regulatory Reporting**
- Manages and performs or oversees required laboratory testing and analysis to ensure compliance with local, state, and federal regulations.
  - Prepares and submits reports as required by regulatory agencies, ensuring accuracy and timeliness.
  - Investigates non-compliance incidents, implements corrective measures, and maintains detailed records of testing activities.
- 7) **Financial Management and Budgeting**
- Develops, administers, and monitors the department budget to ensure fiscal responsibility.
  - Incorporates CIP projects into annual and multi-year budgets and presents funding recommendations to the Mayor, Clerk-Treasurer, and City Council, if necessary.
  - Prepares and presents budget forecasts and recommendations to the Mayor, Clerk-Treasurer, and City Council if necessary.
  - Monitors expenditures and oversees procurement, including preparing bid specifications and selecting vendors for necessary equipment, materials, and services.
- 8) **Customer Service and Stakeholder Communication**
- Receives and investigates customer inquiries and complaints related to wastewater and stormwater services, ensuring timely and appropriate resolution of concerns.
  - Provides clear, responsive communication with customers, regulatory agencies, contractors, and municipal leaders.
  - Prepares reports and delivers presentations to elected officials and public bodies as needed.
- 9) **Community and Public Engagement**
- Attends public meetings to represent the department and provide updates on current and future projects related to the wastewater treatment system, lift stations, collection system, and stormwater management (MS4).
  - Collaborates with community stakeholders to address concerns and increase public awareness of wastewater operations, conservation efforts, and safety initiatives.
- 10) **Cross-Departmental Collaboration and Emergency Response**
- Collaborates with other city departments on shared projects and supports cross-functional initiatives.
  - Assists in emergency response efforts during natural disasters, system failures, or hazardous material spills by coordinating mitigation strategies and response teams.
  - Performs duties of other department personnel in their absence or as needed to ensure continuity of operations.

### **11) Continuous Improvement and Professional Development**

- Stays informed of industry advancements, regulatory changes, and best practices related to wastewater treatment, collection systems, lift station maintenance, capital improvement programs, and stormwater management (MS4) to ensure department operations remain efficient and compliant.
- Implements innovative solutions to improve wastewater treatment processes, reduce costs, and enhance sustainability efforts.
- Participates in professional organizations and training programs to maintain certifications and strengthen expertise.

### **12) Additional Duties**

- Performs other duties as assigned by municipal leadership to support organizational objectives and ensure the efficient delivery of municipal services.

## **JOB REQUIREMENTS:**

### **1) Education and Certification**

- Bachelor's degree in Civil Engineering, Environmental Science, Public Administration, or a related field or High School Diploma with 5-7 years of experience in wastewater
- Possess an Indiana Class III or higher certification in wastewater treatment and collection system operations.
- Experience in stormwater management (MS4) compliance preferred.
- Valid driver's license with an acceptable driving record.

### **2) Experience**

- Minimum of 5-7 years of progressively responsible experience in wastewater treatment operations, including collection system and lift station maintenance, with at least 3 years in a supervisory or management role.
- Experience in managing capital improvement projects (CIP), budgeting, and regulatory compliance.
- Experience with MS4 program implementation and stormwater system management preferred.

### **3) Knowledge, Skills, and Abilities**

- Thorough knowledge of wastewater collection and treatment systems, lift station operations, and stormwater infrastructure.
- Understanding of federal, state, and local regulations related to wastewater treatment, collection systems, and MS4 compliance, including NPDES requirements.
- Strong leadership, organizational, and personnel management skills, including the ability to mentor, evaluate, and discipline staff.
- Ability to develop and administer capital improvement programs, manage multiple projects, and ensure timelines and budgets are met.
- Proficiency in safety management practices, including OSHA regulations, confined space entry, lockout/tagout, and hazardous material handling.
- Familiarity with GIS mapping, SCADA systems, and asset management tools.

- Exceptional communication and interpersonal skills to work with public officials, contractors, regulatory agencies, and the public.
- Problem-solving and decision-making abilities to respond effectively to emergency situations, operational challenges, and customer concerns.

4) **Schedule and Availability**

- Ability to regularly work extended hours, including evenings and weekends, as needed.
- Ability to serve on-call and respond to emergencies on a 24-hour basis and/or from off-duty status.
- Ability to travel out of town for training and conferences, sometimes requiring overnight stays.

5) **Physical and Environmental Requirements**

- Ability to work in an office and field environment, including exposure to weather conditions, hazardous materials, and confined spaces.
- Ability to walk, stand, and climb for extended periods during inspections and site visits.

6) **Other Requirements**

- Commitment to continued professional development through certifications, training, and participation in industry organizations.
- Ability to prepare and present detailed technical reports and make presentations at public meetings.
- Ability to pass a background check and pre-employment physical, including drug and alcohol testing.

**DIFFICULTY OF WORK:**

Incumbent exercises independent judgment in interpreting general guidelines, instructions, and rules to adapt them to specific cases and circumstances that arise during the course of performing a broad range of duties, many of which are unrelated to one another and present new or unique problems.

**RESPONSIBILITY:**

The incumbent is responsible for the proper and timely completion of assigned tasks, where intended results are clearly specified. Unusual situations or problems may be discussed with supervisor but incumbent's decisions on a wide array of complex issues have a major impact on departmental operations. Work product is periodically reviewed for soundness of judgment and overall conformity with departmental standards.

**PERSONAL WORK RELATIONSHIPS:**

The incumbent maintains frequent contact with co-workers, other City/County/State departments and agencies, elected officials, engineers, utility personnel, construction contractors, customers,

and the public for purposes of exchanging and explaining information, rendering service, instructing, negotiating, and mentoring.

The incumbent reports directly to the Mayor.

**PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs majority of duties in standard office, lab, shop, and outdoor environments, involving driving, sitting/walking at will, standing/walking for long periods, lifting/carrying/pushing/pulling objects weighing more than 50 pounds, crouching, kneeling, bending, reaching, handling/grasping/fingering objects, keyboarding, hearing sounds, close/far vision, color/depth perception, and speaking clearly. The incumbent is exposed to hazards normally associated with wastewater treatment facilities, including toxic chemicals, fumes/odors/dust/dirt, noise, walking on uneven terrain, wet/icy surroundings, confined areas, and high places. Safety precautions must be followed at all times to avoid injury to self and others, including wearing/using protective clothing and equipment.

Incumbent regularly works extended/evening/weekend hours, serves on-call and responds to emergencies on a 24-hour basis and/or from off-duty status, and occasionally travels out of town for training, sometimes overnight.

**POLITICAL APPOINTMENT:**

The Director of Wastewater position is an executive appointive position of the Mayor. Specific job duties and job requirements are established at the discretion of the Mayor. A person appointed to the Director of Wastewater position serves at the pleasure of the Mayor and may be terminated by the Mayor at any time.

**APPLICANT/EMPLOYEE ACKNOWLEDGMENT**

The job description for the position of the Director of Wastewater 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 as outlined?

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name