

**Introduction:** The City of Austin Indiana is accepting applications from qualified candidates for the position of Wastewater Superintendent. This is a full-time position with extensive benefits. The successful candidate will be capable of supervising the Wastewater Department Staff and should possess a strong work ethic, be mechanically inclined, detail oriented and capable of managing the Wastewater Department staff. This position performs a variety of skilled and semi-skilled tasks in the maintenance and operation of the City's wastewater treatment plant and sanitary sewer system. The Wastewater Superintendent will be responsible for assisting the City with complying with their National Discharge Elimination System (NPDES) permit.

The Austin Wastewater Treatment Plant is a 2.0 MGD Oxidation Ditch plant that was renovated in 2010. The collection system serves a population of approximately 5,000 and includes 12 Lift Stations.

Submit resumes via email to:

Mayor Roger Hawkins - [roger.hawkins@cityofaustin.in.gov](mailto:roger.hawkins@cityofaustin.in.gov) and Melissa Turner - [melissa.turner@cityofaustin.in.gov](mailto:melissa.turner@cityofaustin.in.gov)

Mail resumes to:

Mayor Roger Hawkins  
City of Austin Indiana  
82 West Main Street  
Austin, Indiana 47102

### **Position Summary**

Supervises three or more full-time employees in the Wastewater Department. Plans and coordinates activities of workers to operate and maintain the wastewater treatment plant and sanitary sewer system. Working hours are Monday through Friday 7:00 AM to 3:00 PM with emergency call in, weekends and holidays on a rotating schedule. The Wastewater Superintendent will also be required to attend the Austin Board of Works meetings held on the second Tuesday of each month from 5:00 PM to 6:00 PM

### **Primary Duties/Responsibilities**

- Assigns personnel to shifts and plans daily schedules to operate the wastewater treatment plant and sanitary sewer system. Coordinates schedule to ensure that Department resources are being utilized to achieve objectives.
- Oversees the human resource functions of the assigned team including hiring and firing, performance appraisals, coaching and counseling team. Recommends and provides input for salary and job change actions. Works with City to ensure that all personnel receive safety and process training. Coaches and counsels the team to improve technical skills and interpersonal and problem resolution skills. Works to identify and provide opportunities for the team to learn new skills and techniques.

- Prepares work orders as required and prepares work related reports, procurement requisitions, charts, graphs, and data submittal requirements in an accurate and timely manner.
- Ensures that consistent process control and quality assurance procedures are followed in all assigned areas and shifts. Ensures that uniform monitoring and recordkeeping are performed facility wide.
- Reviews and evaluates wastewater reports, records, logs, and graphs to confirm adequacy of present and projected treatment requirements. Prepares reports concerned with wastewater analyses for internal purposes, client, and regulatory agencies.
- Provides leadership in achieving safety goals. Proactively manages safety and environmental issues and ensures compliance with Federal and State standards. Ensures that issues are identified, addressed, and elevated if necessary, in a timely manner.
- Establishes maintenance schedules and ensures that machines, equipment, tooling, and other accessories are properly maintained and in top working condition. Assists in diagnosing and evaluating complex equipment and process failures.
- Recommends and maintains an up-to-date plan of action to be taken in event of emergencies such as machine, equipment, or power failure, or need to release dammed water to affect flood control. Execute the plan if necessary.
- Executes capital and facility improvement plans as required.
- May oversee construction and maintenance of plant improvements and renovations.

#### **Education/Experience/Background:**

- Must have at least a Class 3 Wastewater Certification.
- Five to seven years in various positions within a water/wastewater treatment environment with knowledge of methods, principles, and practices of operating, maintaining, and repairing wastewater treatment plant equipment, instrumentation, and associated systems.
- Lead experience or supervisory training required with understanding of human relations, training, performance evaluation, health, and safety.
- Must understand wastewater treatment process, water quality assurance, maintenance strategy and laboratory procedures.

#### **Knowledge/Skills/Abilities**

- Must demonstrate effective skills in troubleshooting, problem solving and team building.
- Ingenuity and initiative are required to coordinate problem resolution and to execute the schedule requirements within a team environment.
- Must have general knowledge of budget preparation and understanding of cost control.
- Demonstrated good verbal communications and interpersonal skills to interface with and motivate all levels of personnel.
- Demonstrated ability to prepare accurate, timely, effective, complete, and easily understood written communications and reports.
- Proficiency in the care and use of all site specific facility required Personal Protection Equipment.

- Computer skills and knowledge of word processing, spreadsheet, and presentation software for preparing work related reports, charts, graphs, and data submittal requirements. Ability to use computer systems for preparing work orders, purchasing requisitions and all other administrative skills necessary.
- Must be able to serve rotational 24-hour emergency on-call if required by site.
- Demonstrated commitment to compliance with applicable laws and regulations.
- Complete and submit Monthly Monitoring Reports to the Indiana Department of Environmental Management via the CDX system.
- Communicate with system users and conduct annual Industrial Inspections.
- Perform laboratory tests for process control and monthly reporting. Check, calibrate, and maintain laboratory equipment.

### **Physical Requirements/Work Environment**

- Typically spends 50% of time in an operations environment and 50% of time in an office environment. May need to work outside in inclement weather conditions and drive company vehicles to perform duties. May serve rotational 24-hour emergency on-call.
- May be exposed to operations hazards including dust, fumes, toxic and caustic chemicals, rotating machinery, high pressure, hot or cold work temperatures, slippery surfaces, water, and electrical hazards.
- Amount of time spent – Standing 25%, Sitting 25%, Walking 50%.
- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stoop, kneel, or crouch and enter confined spaces. May be required to use ladders or stairs.
- The employee must lift and/or move up to 50 pounds (occasionally 60 pounds). Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus. Requires close visual observation to detect process non-conformance and machine malfunction.

### **Benefits and Compensation**

The City of Austin offers a comprehensive benefits package for full-time employees which includes:

- Two (2) medical plan options (including RX prescription) coverage.
- Vision and dental plans options.
- Health savings account, which includes bi-annual City contribution for employees who choose High Deductible Health Care Plan option.
- Flexible health spending account – medical, dependent, and limited options.
- Deferred compensation 457(b) account option.
- Fully funded defined pension plan through the State of Indiana (PERF) (Utilities employees have a different 403(b) plan- also fully funded by the department and a defined pension).
- A robust, comprehensive program of leave policies (Fire & Police have different leave policies) covering a variety of employee needs, including but not limited to 40 hours of

paid vacation leave after one year; 16 hours of paid personal leave available yearly; 40 hours of paid sick leave which can accrue/carry-over;

- 14 paid holidays, 16 on municipal election years.
- City paid life insurance, with the option to buy more life insurance for yourself, spouse, or children.
- City paid Long-term Disability insurance (non-sworn).
- City paid Short-term Disability insurance (non-sworn).
- Employee assistance program that allows for covered behavioral health visits.

We are an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or protected veteran status.