



Greenville Water Utility
P.O. Box 188
Greenville, IN 47124

Job Title:	Water Superintendent
Reports to:	Greenville Water Utility Board
Revised Date:	4/17/2018

Job Summary:

The Water Superintendent will oversee the operations of a purchased groundwater DSL distribution system that serves more than 1,800 customers in a growing suburb of Louisville, KY. The goal of the Water Superintendent is to provide safe drinking water and plan for the future of the Water Utility. The position is responsible for managing all administrative and operational functions associated with a water utility:

- **Management of Staff:** approve and institute work schedules and hours; assign and monitor staff tasks and duties; develop staff and organizational standards and milestones (and monitor compliance); ensure proper training and encourage certification; ensure adequate safety training; cross-train staff to provide redundancy; proactively settle employee grievances; and conduct annual staff performance reviews.
- **Regulatory Reporting:** ensure successful completion of regulatory reports for the Indiana Department of Environmental Management (IDEM), and keep all reports and records organized and readily accessible; compile and report data for annual consumer confidence reports; develop and administer preventative maintenance program; read and update water distribution maps and as-built plans; conduct monthly reconciliation of gallons purchased with gallons sold (with allowable unaccounted loss of 15% maximum); monitor daily water use and be alert for unusual changes which could indicate water main breaks, etc; and operate computers to enter and retrieve data and prepare written and computerized records and reports.
- **Communication:** maintain frequent communication with company Regional Manager (if applicable); attend monthly utility board meetings, and provide written updates as necessary; and keep lines of communication open with regulatory authorities.
- **Planning:** engage in short and long-term planning to meet future service and regulatory needs including water utility asset location and documentation using GIS software and locator tools; prepare and assist with annual budgeting; maintain an adequate inventory of equipment, tools and supplies; schedule periodic painting and maintenance of water tower; and maintain emergency response plans.
- **Oversee and Administer:** Approve subcontractors and related invoices for: excavation, construction and repair services; vendors, suppliers and materials; and outside services.

- **Safety:** ensure compliance with OSHA safety guidelines for the workplace; arrange routine staff safety training for confined spaces and trench safety; monitor worksites for proper use of barricades and signage; and maintain all necessary safety equipment in working order.
- **Wastewater Treatment Plant:** The Town of Greenville owns and operates a WWTP small package facility. It will be the responsibility of the Water Superintendent to perform any and all work required at the WWTP including overseeing and scheduling vendors and suppliers and performing general maintenance.

Requirements

- High School Diploma
- Valid Drivers' License
- Indiana Class DSL distribution system license
- Commitment to obtain additional certifications if necessary
- Minimum of 5 years experience with a Water Utility and/or Wastewater Utility
- Minimum of 5 years management experience

Desirables

- Bachelor Degree in Civil Engineering, industrial maintenance, or related
- Confined Space Certification
- Certified Wastewater Treatment Plant Operator

Compensation

Compensation will be commensurate with a candidate's qualifications and experience. This position offers generous pay and benefits, including paid time-off, industry leading health insurance, and retirement plans. The Greenville Water Utility is an Equal Opportunity Employer committed to retaining talented and hard-working employees.