**Applications are being accepted for a full-time position of Wastewater Superintendent of the City of Washington, Indiana**  
The City of Washington, Indiana hopes to fill the position of Wastewater Superintendent for the community.  
**Job Description:** Wastewater Superintendent  
**Department:** Wastewater Operations and Maintenance Dept.  
**Reports to:** Mayor. As a department head, the Wastewater Superintendent reports to and serves at the pleasure of the Mayor.  
**Principal purpose of Job:** Supervise and Oversee control of the day-to-day activities of all Wastewater Plant Operations. Supervise and Oversee control of the day-today activities of the Wastewater collection system maintenance dept.  
**Work Environment:** Work is primarily done indoors but can also include working outdoors in every kind of weather condition and in confined spaces under unpleasant conditions. Depending on task performed, the noise intensity ranges from moderate to extreme. Some tasks require working with very hot materials and hazardous substances. Work performed in this job may place the employee at risk of occupational exposure to bloodborne pathogens. Employees are to be constantly aware of safety requirements.  
**Essential Job Functions:**  
1. Planning, directing, supervising, and evaluating the day-to-day functions of the wastewater treatment plant and related activities. Also keep the Mayor properly informed.  
2. Planning, directing, supervising, and evaluating the day-to-day functions of the wastewater collection maintenance dept.  
3. Developing and maintaining a professional, respectful, and positive working relationship with staff, coworkers, supervisors, and other agencies and the public.  
4. Carry out supervisory responsibilities in accordance with the City of Washington's rules, regulations, policies, and applicable laws.  
5. Training employees, planning, assigning, and directing work, appraising performance, rewarding and discipline employees, addressing complaints, and resolving problems.  
6. Ensure efficient wastewater treatment, effluent quality and effluent disposal, in compliance with all state (IDEM) and federal (NPDES) regulations and standards, and to do related work as required.  
7. Maintain and monitor operational process records, logbooks, and instrumentation records data at the treatment plant.  
8. Supervise, inspect, review, and participate in the work of the wastewater maintenance dept. staff.  
9. Supervise and assist in the development and implementation of goals and objectives and maintaining focus on priorities for the wastewater maintenance dept.  
10. Supervises and conducts job performance evaluations for all employees as per policy adopted by the Board of Public Works and Safety.  
11. Demonstrate continuous effort to improve plant operations, and maintenance operations, streamline work processes, and work cooperation to provide quality service.  
12. Recommends discipline or dismissal of unsatisfactory employees to the Mayor according to policy adopted by the Board of Public Works and Safety.

**Additional Job Functions:**  
1. Possess skill in written and verbal communication. Must be able to communicate, read, write, and understand English at a level necessary for efficient job performance.  
2. Knowledge of the operation and processes of a SBR system, and an Activated Sludge Wastewater Treatment Plant, and have a state of Indiana class III wastewater certification.  
3. Knowledge of principles of engineering as applied to the repair and maintenance of wastewater lines, force mains, pumping stations, and all other applicable wastewater collection system controls.  
4. Must possess a valid Indiana Driver’s License.  
5. Develop and promote the adherence to all established safety rules and practices, participates in safety programs, promotes safe working habits, and requires the use of protective equipment.  
6. Keep the Mayor properly informed relative to progress, plans, programs, and activities of the Dept.  
7. The Superintendent should stimulate a high standard of moral among the employees by the creation and use of team spirit and enthusiasm through the Wastewater Dept.  
**Other:**  
1. Physical strength and ability sufficient to perform heavy manual labor for extended· period, sometimes under dirty and uncomfortable conditions and in all kinds of weather. Heavy labor is defined, for example, as operating an 85-pound jackhammer, carrying 80-pound bags of concrete for short distances.  
2. Ability to acquire sufficient skill in using tools and equipment used for the various tasks and functions described above, with the goal of becoming a fully operative worker who can be assigned to any task of the sewer dept.

3. The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

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**Applications are available at the Mayor’s Office, 200 Harned Avenue, from 8:00 a.m. – 4:30 p.m. Monday through Friday. Applicants may also complete an online application by going to the City of Washington’s website at** [**www.washingtonin.us**](http://www.washingtonin.us) **Applications will be accepted through November 19th.**

**City Ordinance requires employees to reside no more than 10 miles from the corporate limits of the city. The City of Washington is an Equal Opportunity Employer and does not discriminate based on age, race, gender, religion, ethnic origin, or handicapped status.**

**The City of Washington is a Drug-Free Workplace, and the selected applicant will be required to pass a drug test prior to hiring and will be subject to random drug/alcohol testing during employment.**