

CITY OF
CHARLESTOWN

EST. 1808

Dr. Treva Hodges, Ph. D.
MAYOR

JOB POSTING: DIRECTOR WASTEWATER TREATMENT FACILITY- FULL TIME

The City of Charlestown has an immediate opening for a Licensed Operator of its Class III Wastewater Treatment Facility

POSITION:	Director
DEPARTMENT:	Wastewater
WORK SCHEDULE:	As assigned, generally regular office hours, on-call duty required
JOB CATEGORY:	PAT (Professional, Administrative, Technological)
DATE POSTED:	August 9, 2021
APPLICATIONS DUE:	August 31, 2021
STATUS:	Full Time, Benefits eligible
PAY RATE:	Maximum salary of \$2,019.23/week as set by City Ordinance
FLSA STATUS:	Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Distinguishing Characteristics

The Director of the City of Charlestown's Wastewater Department retains responsibility for administering and directing all wastewater department personnel and operations as the chief licensed operator. Duties and required certifications/licensing are informed by Indiana Code 13-18-11. The Director is required to maintain a current operator's license adequate for managing a Class III Wastewater Treatment Facility in compliance with Indiana Department of Environmental Management regulations.

Essential Duties and Responsibilities

The duties listed below illustrate the variety of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar and related to the distinguishing characteristics of the position.

- Supervise and direct operations and personnel of the Charlestown Wastewater Plant including interviewing position applicants, making hiring recommendations to the Sewer Board, hiring new employees, working with the Sewer Board to terminate employees when necessary, making work assignments and shift schedules, evaluating job performance, and providing corrective instruction when needed.
- Plan, assign, and direct personnel and material resources to ensure the safety of users during routine and emergency circumstances.
- Oversee the operation of the Charlestown Wastewater Department and ensure that all activities are handled in an efficient, timely, customer-focused manner.
- Oversee and perform proper laboratory testing as required by local, state, and federal agencies.

- Evaluate department equipment, collection system, and treatment facility for maintenance, repair, or replacement.
- Develop and administer annual department budget.
- Investigate any existing problems at the wastewater treatment facility and throughout the collection system and plan, schedule, and oversee improvement projects.
- Receive and investigate citizen complaints regarding the Wastewater Department and related areas; initiate appropriate action to solve valid complaints.
- Prepare and submit various reports of activities and progress to appropriate local, state, and federal agencies.
- Attend Sewer Board and other public city meetings to report progress, request assistance, or address the need for project development as needed.
- Maintain inventory of equipment and supplies; prepare bid specifications for vendors, authorize purchases of supplies as needed.
- Prepare annual review of activities and project status and devise schedule for future projects.
- Perform other duties as assigned.

Qualifications

- Thorough knowledge and ability to make practical application of city/department policies and procedures and applicable EPA and OSHA safety policies and procedures.
- Thorough knowledge of the principles, techniques, and accepted practices of wastewater maintenance and construction, including light and heavy equipment operation and maintenance, and proper use of various materials and chemicals.
- Knowledge of city government budgeting and taxing procedures including budget administration, and ability to prepare budget requests and administer budget upon approval.
- Ability to supervise and direct the operations of assigned personnel; previous management experience preferred.
- Ability to research and comply with federal, state, county, and city laws, codes, regulations, and guidelines affecting the proper operation of the Charlestown Wastewater Treatment Plant
- Ability to use independent judgement and personal initiative in a fast-paced, rapidly changing environment while using clear and accurate oral and written communication and exceptional organization skills.
- Use of personal computer equipment and software appropriate for position; to read blueprints and plat maps and perform mathematic calculations; assist with initial planning and layout of sewer construction, repair, expansion, and maintenance projects.
- Ability to use a high degree of tact, diplomacy, and discretion in communicating effectively with contractors, consultants, citizens, community leaders, and local, state, and federal officials during varied situations and circumstances, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.
- Education and experience as determined by the Sewer Board – A desirable way to demonstrate the required knowledge, skills, and abilities for this position includes possession of a combination of formal education, certifications, and experience related to wastewater plan operations. Must have and maintain a valid State of Indiana Wastewater Operator’s License.
- Ability to attend all Sewer Board meetings; must be available as needed for other public City meetings including: Common Council, Board of Public Works, Redevelopment Commission, Planning and Zoning Commission, and Board of Zoning Appeals.

- Possession of a valid Indiana driver's license and the ability to maintain insurability under the city's vehicle insurance policy; possession of a valid Indiana Class A Commercial Driver's License (CDL) with an air brake endorsement and a safe driving record. (Must be able to pass pre-employment drug and alcohol test.)
- Ability and/or proper licensing to operate a variety of machinery, equipment, and vehicles.
- Ability to respond to emergency situations on a 24-hour basis.

Physical Demands

The Director of Wastewater (DW) performs a variety of duties, which are broad in scope and impact, in an outdoor environment and is required to supervise and inspect work crews in varying weather conditions. The DW is exposed regularly to a moderate amount of dust, dirt, noise, fumes, odors, and extreme hot/cold temperatures that require constant awareness of appropriate safety precautions to ensure against injury. Long periods of sitting and working at a computer monitor can be expected as well as long periods of standing or walking some distance.

To Apply

Interested applicants should submit an application and cover letter explaining their experience and interest in the position to the attention of Mayor Treva Hodges, via email at Mayor@CityofCharlestown.com, via standard mail at 304 Main Cross Street, Charlestown, IN, 47111, or they may drop in the night deposit box on the exterior of City Hall. **Applications will be reviewed as received and position open until filled.** Pay based on knowledge and experience level of applicant.

The City of Charlestown is an Equal Opportunity Employer. If you require reasonable accommodation in completing an application, interviewing, or participating in the employment selection process please email the Human Resources representative at heather.schrimp@cityofcharlestown.com or call (812) 256-3422.