



TOWN OF DANVILLE

The Town of Danville will be accepting applications for the position of Wastewater Superintendent. Applicants must be certified to operate a Class III Wastewater Treatment Facility in the State of Indiana. Candidates are required to submit an application along with a résumé to the Town Manager's Office. Application deadline is October 15, 2021. Applications and a summary of the position can be found at www.danvilleindiana.org/HR.

TOWN OF DANVILLE
WASTEWATER TREATMENT ADMINISTRATOR
ESSENTIAL RESPONSIBILITIES

Administer the daily operations of a Class III municipal wastewater treatment Plant.

Reporting for Federal, State, and Local Annual & monthly requirements.

Develop and monitor (SCADA) Supervisory Control and Data Acquisition technologies.

Control panel logic troubleshooting and replacing electrical components.

Serve as Wastewater Superintendent (Operator in Responsible Charge).

Activities include preventative maintenance, inspections, cleaning, repairs, long range system upgrades, employee management and department budgeting.

Implementation of all wastewater related projects.

Overseeing Pretreatment investigations, audits, surveillance, monitoring, inspections, sampling analyses, research, training, outreach, recognition, permitting, enforcement and other activities and programs including ensuring industrial compliance.

Scheduling laboratory procedures, QA/QC development and compliance reviews

Ensuring collection system operations to comply with all related State laws, Town Ordinances and Federal standards and regulations.

Operation of the software and equipment that monitors the operations of the water treatment and distribution systems.

Reviewing all project plans related to wastewater, as well as providing specification suggestions

Developing, implementing and participating in public outreach efforts including plant tours for school groups, civic groups, government agencies, scout groups and others as requested.

Ability to operate large trucks and heavy equipment.

General maintenance of all Wastewater Department buildings.

Researching, developing, implementing and/or reviewing, interpreting, and recommending changes to specifications, standards, policies, procedures, codes, regulations and ordinances that relate to department goals, objectives, policies and procedures.

Supervising and directing assigned personnel including interviewing applicants, hiring, planning work assignments, authorizing leave, overtime and hours worked, evaluating performance, providing training, corrective instruction, maintaining discipline and terminating.

Thorough knowledge and ability to make practical application of department and OSHA safety policies and the ability to ensure proper operation and maintenance of department equipment and tools.

Inspecting and verifying work in progress and completed work of employees, proper work methods, techniques and compliance with applicable standards and specifications

Preparation and administration of department budget(s).

Preparation and submission of requisition for supplies, materials, parts and monitor expenditures.

Preparing cost estimates for all wastewater projects.

Reviewing all bid packets and specifications.

Researching, advising, obtaining, and recommending specific projects, as well as assisting with writing and obtaining and/or coordinating with the Grant Writer for any grant opportunities as they relate to the Wastewater Department.

Prepare and maintain inventory, records and reports.

Ability to coordinate and effectively communicate orally and in writing with co-workers, Town Manager, Assistant Town Manager, Town Council, other Town Departments, contractors, vendors, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Responding to inquiries and complaints regarding wastewater and related areas, and initiate action to resolve valid complaints/requests.

Attend all trainings and meetings as required.

Maintain strict confidentiality regarding Town issues.

Serve on 24-hour on-call for emergencies, including calling in personnel after work hours and monitoring activity related with treatment plant alarms, lift station alarms, utility related emergency, citizen notifications or utility failures and spill incidents.