

The Town of Sunman  
P.O. Box 147  
604 N. Meridian St.  
Sunman, IN 47041



**Job Title:** Utility Supervisor  
**Departments:** Water, Wastewater, Property, Streets, and Park  
**Reports to:** Town Council  
**Job Type:** Full-time  
**Pay:** Salary  
**Benefits:**  
Dental Insurance  
Health Insurance  
Vision Insurance  
Life Insurance  
Retirement (6% of base salary)

## Summary

The Supervisor of Utilities is responsible for the administration, operation and maintenance of water and sewer treatment facilities, property, equipment, buildings, and streets. The Supervisor exercises direct authority over all functions and personnel. Organizes and directs all operations and maintenance activities with the Town Council.

## Essential Duties and Responsibilities:

- Plan and implement activities for all public works projects including streets, water distribution systems, water treatment plant, wastewater treatment plant, and sewer collection system.
- Supervise and assist in the maintenance of facilities, building equipment, and tools, and maintains inventory of necessary supplies.
- Maintain continuing plant operations under normal and emergency conditions by scheduling all personnel, overseeing equipment maintenance, and monitoring plant performance in meeting quality standards.
- The Supervisor is in responsible charge of all water and wastewater operations as defined by local, state and federal regulations.
- Perform regular inspections of plants and collect data from staff, prepares daily and monthly reports regarding quality and the conditions of plant equipment, and evaluates plant operations for efficiency and compliance with regulations.
- Prepares and submit (or for submittal) monthly, quarterly and annual reports for water and wastewater as defined by local, state and federal regulations (all regulatory reporting to IDEM, INDOT, EPA).

- Supervises staff, ensuring proper plant functioning and the maintenance of all necessary records.
- Maintains inventory of plant supplies, and requisitions materials as needed, including consultation with sales representatives to ensure cost effective purchases and submittal of formal requests for major expenditures.
- Overseeing plant payroll, including authorizing staff assignments, overtime and employee pay.
- Perform annual review of department activities and prepare and submit a report, as required.
- Analyzes plant operations, developing and recommending operational improvements, as necessary.
- Responds to emergencies on a 24-hr basis.
- Take all reasonable steps to maintain a safe work environment.
- Support and mentor staff in regulatory, operational and maintenance activities.
- Accepts assignments/duties assigned by Council.

#### **Other Duties and Responsibilities:**

- Ensure accuracy and completeness of employees' timecards and submit to the Clerk-Treasurer by way of signature.
- Work with Clerk-Treasurer with budget to ensure proper management of funds; submit quotes, invoices and receipts as required.
- Provide recommendations to the Town Council when interviewing, hiring, evaluating, and counseling employees.
- Determine attainable goals for all employees and ensure annual performance reviews are conducted in a timely and appropriate manner.
- Plan for preventable maintenance on equipment, vehicles, and buildings.
- Perform directives and work approved by the Town Council.
- Work with Clerk-Treasurer regarding citizens, business owners, and employees to resolve issues.
- Initiate and assist the Town Council and Clerk-Treasurer with projects that include infrastructure initiatives, vendor relationships, and collaborate with engineers, contractors and others to ensure completion of projects.
- Aid the Town Council and Clerk-Treasurer in grant writing and capital improvement funding submittals.
- Shall administer and enforce all ordinances, orders, and resolution to the Town Council.
- Initiate and assist the Town Council and Clerk-Treasurer to develop, update and execute long-term strategic plans.
- Provide recommendations to the Town Council regarding economic development and any projects related to established goal, including sources of funding for the same.
- Maintain a professional relationship with the citizens of the Town of Sunman, the press, and federal, state and local government agencies.

**Communication**

- Provides documentation of pertinent information when making recommendations to the Town Council.
- Provide copies of all monthly, quarterly and annual reports submitted to the Town Council.
- Provide a monthly report to the Town Council on the status of active projects, personnel issues, grant progress, etc...
- Attend/participate in Town Council meetings and other various meetings on behalf of the Town Council.

**Education/Experience**

To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- DSM, WW Class 2, WT3 (or the ability to obtain in a specified amount of time)
- Valid Indiana Driver's License required
- Minimum of two (2) years of staff management experience
- Proficient in MS Office
- Ability to coach, direct, lead and supervise others
- Ability to prioritize, manage multiple projects and react quickly and effectively to changing situations
- Ability to maintain ethical and professional behavior at all times
- Strong communication (listening, verbal and written) skills
- Strong conflict resolution, organizational and time management skills
- Ability to be determine goals and be proactive to achieve them
- Ability to delegate to others when appropriate