



Town of Long Beach, Indiana
POSITION DESCRIPTION

TITLE: Water Department Superintendent

FLSA CLASSIFICATION: Non-Exempt

JOB CLASSIFICATION: Regular full-time

REPORTS TO: Town of Long Beach Water Board

EFFECTIVE DATE: January 1, 2021

SUMMARY/OBJECTIVE:

The Water Department Superintendent oversees and maintains the operations of the Town of Long Beach water Department.

ESSENTIAL FUNCTIONS:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The essential functions listed below 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.

- Development of the annual street department budget.
- Management of all department expenditures to assure spending does not exceed the budget.
- Formulate and present annually short and long range plans to Town Council for approval.
- Identify state-of-the-art municipal water department strategies that can be implemented in Long Beach.
- Create and implement process improvements which will improve the efficiency and productivity of the department.
- Tests for daily chlorine residuals.
- Monthly water samples from Indiana system.
- Periodic copper and lead check of the water as needed.
- Repair leaks in water mains and valves.
- Read water meters monthly.
- Flush water hydrants two (2) times a year.
- Install and disinfect new water mains.
- Install new water taps
- Connect replaced service lines to existing water t aps.
- Turn water on and off as needed for repairs in individual houses
- Locate and mark water mains and service connections for utility companies and contractors for excavation purposes.
- Respond to water quality complaints.
- Assist homeowners with any water-related problems.

- Assist engineers with new water installation.
- Update water Distribution system map as needed
- Assists in sending all reports to the State of Indiana as required.
- Order all supplies and equipment.
- Repair and Rebuild meters
- Maintains the following:
 - Fire Hydrants
 - Valves and Boxes
 - Meters
 - Meter Pits
 - Service Valves
 - Service Boxes
 - Repair and rebuild meters.
- Water Booster Pump & Storage Tank:
 - Daily inspections of the booster station and booster pump operation and storage tank-365 days a year.
 - Check that the storage tank is full (or filling) and that the pumps are maintaining 48 pounds of pressure.
- Works with the Street Department
 - Snow plowing, salting, or sanding
 - Removal of fallen trees and large branches
 - Emergency water situations.

SKILLS AND ABILITIES:

- Communication skills - written and verbal
- Planning and organizing
- Prioritizing
- Problem assessment and problem solving
- Information gathering and information monitoring
- Attention to detail and accuracy
- Flexibility
- Adaptability
- Customer service orientation
- Teamwork

SUPERVISORY REPONSIBILITIES:

1 Water Department Laborer

EDUCATION, KNOWLEDGE AND EXPERIENCE:

- High School Graduate or GED
- Must be 18 years of age
- Must have passed the State Certification for water licenses
- Must maintain all continuing education classes for CEUs 15 credit hours every 3 years.
- Desirable to have an Indiana Commercial Drivers' license or ability to obtain within 6 months.
- Must have a valid state drivers license

- Experience 5 years in construction, maintenance or repair, general construction or facilities maintenance - preferred

TOOLS AND EQUIPMENT USED:

- skid-steer loaders
- pup-rollers
- toilers
- trucks
- snowplows
- sweepers
- jet trucks
- vacuum trucks
- carpenter tools
- Personal Protective Equipment

WORK SCHEDULE:

- 40 hours per week
- monthly water samples from Indiana system

PHYSICAL REQUIREMENTS:

- standing
- walking
- stooping
- kneeling
- reach
- seeing
- dexterity
- climbing
- pushing and lifting of heavy objects

Reasonable accommodations may be made to enable individuals with disabilities to meet the physical demands.

WORK ENVIRONMENT:

- In office
- In vehicles
- Outdoor settings
- In all weather conditions including weather extremes
- During day and night shifts
- Occasionally in highly precarious places
- Occasionally exposed to wet and/or humid conditions
- Occasionally exposed to fumes or airborne particles
- Occasionally exposed to toxic or caustic chemicals
- Occasionally risk of electrical shock and vibration
- Occasionally in other hazardous conditions
- Occasionally in confined spaces
- The noise level is usually quiet in office settings and loud at construction sites

TRAVEL REQUIRED OUTSIDE OF LONG BEACH:

Not required

DISCLAIMER:

The duties listed above are intended only as illustrations of the various types 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, related, or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.