



# Dillsboro, Indiana

13030 Executive Drive PO box 127 Dillsboro, IN 47018  
(812) 432-9002 [www.dillsboro.in](http://www.dillsboro.in)

## **Town of Dillsboro – Job Opportunity**

**Position: Superintendent**

**Reports To:** Town Manager

**Employment Type:** Full-Time (40 hours/week); Overtime as needed

**FLSA Status:** Non-Exempt

**Anticipated Pay:** \$25.00 – \$30.00 per hour, depending on qualifications

**Application Deadline:** April 25, 2025 (or until filled)

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### **Position Summary:**

The Town of Dillsboro is seeking a qualified and dedicated **Superintendent** to oversee daily operations and long-term planning for the Town's infrastructure and public services. This key leadership role is responsible for the Water and Sewer Utilities, storm sewer systems, street maintenance, park and facility upkeep, and general public works. The Superintendent manages the work of the foreman and laborers and collaborates with the Town Manager on planning, compliance, and service delivery.

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### **Key Responsibilities:**

#### **Water & Sewer Utility Management:**

- Oversee day-to-day operation and maintenance of water and wastewater systems.
- Respond to system alarms and coordinate emergency repairs.
- Investigate customer concerns and assist with new service connections.
- Monitor and maintain infrastructure such as pumps, lift stations, hydrants, and meters.
- Ensure compliance with Indiana Department of Environmental Management (IDEM) regulations.

#### **Streets & Right-of-Way:**

- Manage maintenance of streets, sidewalks, signage, and stormwater systems.
- Oversee patching, paving, snow and ice removal, and drainage cleaning.
- Lead weekly brush and heavy trash pickups.

#### **Parks & Facilities:**



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- Supervise maintenance of public parks, playgrounds, and municipal buildings.
- Coordinate mowing, landscaping, seasonal upkeep, and general repairs.

## **Fleet & Equipment:**

- Oversee maintenance of the Town's vehicles and equipment fleet.
- Schedule repairs, ensure operator safety, and maintain equipment logs.

## **Personnel Management:**

- Supervise foreman and laborers; assign tasks and monitor job performance.
- Train staff on safety, equipment usage, and maintenance standards.
- Promote a safe and productive work environment in compliance with OSHA and Town policies.

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## **Preferred Qualifications:**

- IDEM DSS Water Operator License
- IDEM Class II Wastewater Operator License
- Valid Indiana Commercial Driver's License (CDL)
- Experience operating backhoes, skid steers, excavators, and similar equipment
- Knowledge of utility systems, pumps, valves, and line repairs
- Familiarity with asphalt/concrete repairs and signage installation
- Basic computer skills (email, digital recordkeeping, reporting)

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## **Compensation & Benefits:**

- **Hourly Pay:** \$25 - \$30/hour, based on qualifications
- **Health Insurance:** Medical, dental, and vision coverage provided
- **Life Insurance:** Town-funded policy included
- **Health Savings Account (HSA):** \$2,000 annual employer contribution
- **Cell Phone Reimbursement:** \$600 per year
- **PERF:** Eligible for the Indiana Public Employees' Retirement Fund



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- **Sick Leave:** 1 sick day earned per month
- **On-Call Compensation:** \$100/week for designated on-call duty
- **Overtime Pay:** Time-and-a-half for overtime; double time on Sundays

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## To Apply:

Interested applicants should submit a **completed application and résumé** to:

**Derek Walker, Town Manager**

✉ Email: [manager@townofdillsboro.com](mailto:manager@townofdillsboro.com)

📮 Mail: 13030 Executive Drive, Dillsboro, IN 47018

Applications will be accepted **until April 25, 2025**, or until the position is filled.

Interviews will be scheduled following the application period.

Questions? Contact the Town Manager directly.

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**The Town of Dillsboro is an Equal Opportunity Employer.**

We welcome all qualified applicants and encourage individuals with diverse backgrounds and experiences to apply.