

Town of Dillsboro

Job Description Form

Job Title: Town Superintendent

Reports to: Town Manager

Department:

Street, Water & Sewer

Type of position:

- Full-time
- Part-time
- Contractor
- Intern

Hours: 40 / week

- Salary
- Hourly

General Description:

Manage water, sewer and street department personnel.

Ensure that all duties of each department are carried out and working within the guidelines of IDEM.

Work with the Town Manager in providing utility and street information when applying for Community Crossing Grants and any other grant writing.

Must hold and keep current Water and Wastewater Licenses and CDL.

Must sign all water and wastewater reports.

Must take on-call rotation and be available for assistance for other employees.

Must do call out for winter weather events and other weather or storm related damage.

Make sure all normal and emergency locates are done in proper amount of time.

Water Department responsibilities include, but are not limited to the following:

collect water samples,

ensure proper paper work is filed with IDEM,

ensure system is working at capacity and water supply is met,

fix any leaks or breaks in the main,

maintain a schedule of water usage for the town,

ensure water quality,

maintain inventory,

look into any possible complaints from customers

and maintain the overall water system.

Sewer Department responsibilities include, but are not limited to the following:

Ensure wastewater samples and tests are completed and meet IDEM requirements,

Ensure system is working at capacity and working correctly,

Fix any leaks or breaks in the main,

Remain in compliance with IDEM and the agreed order,

Maintain inventory,

Look into any possible complaints from customers and

Maintain the wastewater system to be presentable.

Street Department responsibilities include but are not limited to the following:

Ensure all streets and alleyways are drivable and in good condition (clean & pothole free),

Remove snow and ice when needed,

Maintain all street signs and road markings and all town right-of-ways are mowed and

look presentable.

Responsible for maintaining all storm sewers and structures.

Responsible for maintenance and upkeep of all town properties and buildings.

Responsible for the removal of all appliances and yard waste from homes.

Maintain all equipment, including trucks, so that they are clean and in good working condition.
Responsible for safety of all employees on the work site.
Responsible to monitor and ensure compliance of continuing education of all employees.
Keep safety training updated.
Provide daily work assignments to Utility and Street employees.
Give monthly report to Council on utility and work progress.
Maintain and monitor fuel consumption reports.
Approve vacation requests to ensure adequate coverage for utility needs.
Maintain all truck and equipment maintenance records.
Attend training or seminars in order to keep up certification of licenses and to receive a better knowledge of operating systems.
This position will also require manual labor and working in extreme conditions.

Work Experience Requirements:

- Heavy Equipment Operation
- Organizational and Communication Skills
- 2 or more years of utility work and background
- CDL, Water & Wastewater License Preferred

Education Requirements:

- High School education or equivalent
- Operators' license in water & wastewater to operate our systems and CDL or willing to get as soon as possible.

This job description is intended to describe the level of work required of the person performing the work. The principle duties outlined are the essential responsibilities and duties. Other duties may be assigned as needs arise.

This description is not intended as a contract and is subject to change. Any written contractual agreement supersedes this job description. All requirements may be modified to accommodate description. All requirements may be modified to accommodate physically or mentally challenged staff members reasonably.

Approved by:

Title: