



Employment Opportunity

UTILITY ASSISTANT SUPERINTENDENT

Posted: March 13, 2019

Position Summary

Under general supervision, supervises staff engaged in the maintenance, repair and renovation of the City's sanitary sewer collection, water distribution, and meter services.

Education and Experience

Two (2) years of technical coursework in biology, engineering, or a closely related field; AND four (4) years of supervisory experience in water and wastewater operations and maintenance; OR an equivalent combination of education, training and experience as determined by Human Resources.

Other highly desirable experience in:

- Meter reading processes.
- Lucity CMMS Software.
- Managing FOG programs to assure compliance.
- Valve and Hydrant maintenance programs.

Required Certificates, Licenses, and Registrations

- Illinois Class "B" Driver's License.
- IEPA Class C Water Plant Operator certification or ability to obtain within 1 year of hire.
- IEPA Collection System Operators certification or ability to obtain within 1 year of hire.

Required Knowledge and Skills

- Public works maintenance, renovation and construction technologies related to water and wastewater operations and maintenance.
- Specifications for and operating capabilities and applications of heavy and light construction equipment, maintenance equipment, and trucks.
- Supervisory and budgeting principles and practices.
- Project planning, implementation and evaluation principles and practices.
- Principles, methods, and techniques of maintenance management.
- Local, state, and federal codes and regulations related to programs and activities.
- Applicable computer software programs such as Microsoft Office applications.
- Safety practices and procedures related to the work.
- Standard office practices and procedures, including filing and the operation of standard office equipment.

- Techniques for dealing with a variety of City staff, the public and vendors, in person and over the telephone.
- Correct business English, including spelling, grammar and punctuation.
- Planning, organizing, supervising, reviewing and evaluating the work of others.
- Training others in policies and procedures related to the work.
- Applying construction, renovation and maintenance policies and procedures.
- Managing multiple projects at a time.
- Utilizing and maintaining record keeping and filing systems.
- Making accurate arithmetic calculations.
- Establishing and maintaining effective working relationships with vendors and others contacted in the course of the work.
- Preparing clear and concise reports, correspondence and other written materials.
- Using initiative and independent judgment within established procedural guidelines.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Speaking English effectively to communicate in person or over the telephone.

Wage: DOQ. Full-time position.

Interested candidates are requested to submit a completed application and resume online at <https://goo.gl/XsUud1>. Offers of employment are subject to successful completion of background check, drug screen, and physical. **Deadline for submitting an application is Wednesday, March 27, 2019 at 5PM.** The City provides equal opportunity and offers reasonable accommodations in all programs and employment.