

## Job Detail

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# Assistant Superintendent Monroe Water Plant

Department: Utilities  
Job Status: Full-Time  
Shift: 2:00 PM - 11:00 PM  
Details: Posted on December 15, 2023 and closes January, 2023.

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## Job Description

Supports and coordinates with the Plant Superintendent to schedule all personnel, oversee equipment maintenance, and monitor plant performance in maintaining water quality standards under normal and emergency operations. Responsible for communication and maintaining plant supplies inventory, vendor relations, and materials requisition as needed for standard and major purchases within budgetary guidelines. Keeps necessary records related to and of plant operations, solids handling, and maintenance divisions. It is an integral part of the staffing process including onboarding, training, and development of new and current employees. Addresses concerns with union personnel in order to minimize conflicts in the workplace. Conducts regular inspections of the plant, collects data from subordinate personnel, helps to prepare daily and monthly reports regarding wastewater quality and conditions of plant equipment, and helps the Plant Superintendent to evaluate plant operations for efficiency and compliance to regulations and make recommendations as necessary. Supervises staff and personnel, ensuring proper plant functioning and maintenance of all necessary records. Take all reasonable steps to maintain a safe work environment. When the Plant Superintendent is absent, the Assistant Plant Superintendent oversees plant payroll, including the authorization of overtime. Periodically performs the duties of plant operator and solids handling supervisor in the event of their absence. Helps prepare plant capital budget proposals, and administers budget upon approval.

## Knowledge, Skills and Abilities

**Knowledge** - Minimum 3 of years of in-plant experience in wastewater treatment and/or water treatment facility operations or any combination of education, experience, skill, and ability that allows the incumbent to perform the duties of the position. Minimum of 2 years' experience as a direct supervisor, preferred. Knowledgeable of all applicable federal, state, and local regulations regarding plant operations and water quality.

**Skills** - Process a valid driver's license.

**Abilities** - Ability to be on rotational 24-hour call for emergency situations. Ability to pass the state regulatory test or obtain certification as a Drinking Water Operator WT5 within 12 months of hire date.

## Additional Information

**Schedule:** 2:00pm to 10:00pm five days a week. The schedule can be flexible.

**Salary:** \$57,623.00 - \$70,920.00 Annually

### Benefits:

- Employees receive 13 paid holidays per year and may earn up to 4 weeks (160 hours) of Paid Time Off in their first year of employment and 5 weeks (200 hours) in their second calendar year of employment.
- The City contributes 14.2% of an employee's salary to their retirement fund through the Indiana Public Retirement System (INPRS).
- Employees may contribute pre-taxed dollars to a 457(b) Deferred Compensation Plan account to supplement their retirement earnings. As a pilot program, the City will contribute double the amount of the employee's 457 (b) contribution to a 401(a) account up to \$30 per pay.
- After 1 year of employment, six weeks of paid parental leave are available to eligible employees. This is a pilot program for 2023.
- After 1 year of employment, the City offers educational assistance of up to \$2,500 per calendar year (\$10,000 lifetime maximum) to eligible employees in support of their pursuit of a college accredited degree or professional certification or credential recognized by the City.
- Health, vision, and dental insurance premiums are subsidized by the City and are available on day one of employment. Employees may elect the High Deductible Insurance plan with the City providing an HSA contribution and if the employee has received the most recent COVID Bivalent Booster the employee only plan is at no cost to the employee.
- The City offers life insurance, accidental death and dismemberment, and long term disability insurance at no cost to employees. Employees may elect voluntary term life and short-term disability insurance.
- Employees may receive over \$2,400 per year in HSA contributions and wellness reimbursements, insurance discounts, and incentives.
- City Employees ride for free on Bloomington Transit.

## Disclaimer

ANYONE WISHING TO APPLY FOR THIS POSITION WHO DOES NOT HAVE ACCESS TO A COMPUTER MAY APPLY AT **CITY HALL, HUMAN RESOURCES DEPARTMENT** (401 N MORTON STREET, SUITE 230).

## AN EQUAL OPPORTUNITY EMPLOYER

**La Igualdad De Oportunidades De Empleo Es La Ley.**

The City of Bloomington does not discriminate on the basis of race, color, sex, ancestry, sexual orientation, gender identity, national origin, citizenship status, religion, age, veteran status, housing status or disability in employment or the provision of services.

The City of Bloomington validates authorization to work using eVerify. The City will provide the Social Security Administration and, if necessary, the Department of Homeland Security, with information from each new employee's I-9 form to confirm work authorization.