**JOB TITLE:** **Superintendent of the Town of Akron**

**Definition:**

The Superintendent, an incumbent of this position is responsible for planning and directing the activities of a public works department. Supervision is exercised over the personnel engaged in street maintenance, refuse collections, sewer maintenance, water system and other activities assigned to a Public Works Department.

**Minimum Qualifications:**

* Must be eighteen (18) years of age
* High School Diploma or equivalent
* Proper and Valid Driver’s License
* State Certified to operate municipal water & wastewater (Preferred but not required)
* Must be able to perform manual labor tasks that require lifting and carrying objects up to 50 (occasionally 100) pounds

**Benefits:**

* Health, Dental and Vision Insurance
* Short-term & Long-term Disability
* Life Insurance
* Paid Time Off, Sick Days & Holidays
* Retirement Plan (PERF)
* Salary is set by Town Ordinance and dependent on qualifications, obtained credentials and experience.

**Examples of Work: (Illustrative Only)**

* Supervising subordinate personnel and managing day-to-day activities in the maintenance, construction and/or repair to streets, sewer systems, water systems, parks, municipal buildings, snow removal, refuse collections, and the use and care of the equipment used in these activities
* Supervising the operation and maintenance of various types of automotive equipment, such as trucks, sweepers, and snowplows
* Supervising the installation and maintenance of water mains, meters, and plant, where the water works is part of public works department
* Inspection of streets, parks, structures and equipment and makes recommendations as to necessary repair or maintenance
* Makes assignments and inspects the work of subordinates involved in public works activities
* Organizes and assigns public works employees in the event of emergencies such as storms, water or sewer breaks, etc.
* Investigates complaints regarding departmental activities
* Prepares time sheets, reports, and other matters
* May use computer applications such as spreadsheets, word processing, e-mail, calendar and database software in the performance of work assignments.

**Required Knowledge, Skills, Abilities and Attributes:**

* Must be willing to attend educational classes and obtain certifications ex: DSS, WT3, 1SP
* Ability to work weekends as assigned and available for emergencies 24/7
* Good knowledge of the practices, tools, equipment and terminology used in maintenance and repair of streets, parks, sewers and municipal structures
* Good knowledge of the use of automotive equipment used in a public works department
* Basic knowledge of the principles underlying the management of a municipal department of public works
* Ability to plan, layout and supervise the work of others
* Ability to effectively use computer applications
* Administrative ability
* Physical condition commensurate with the duties of the position.
* Initiative
* Resourcefulness
* Tact
* Courtesy

**Candidates may apply by submitting a completed application & resume with references to the Town of Akron. Application, Resumes and references can be dropped off at: 206 W Rochester St, Akron, IN 46910 M-F from 9:00AM-4:00PM or emailed to Rebecca at** **clerktreasurer@akronindiana.com****.**

**Applications will be reviewed and evaluated before requesting interviews for a limited number of applicants.**