



## **CAREER OPPORTUNITY UTILITIES MANAGER**

### **ANNUAL SALARY**

\$63,000 - \$78,000 Annually

### **FULL-TIME, EXEMPT POSITION WITH BENEFITS**

Office Hours: Mondays – Fridays, 8:00 a.m. to 5:00 p.m., with possible emergency or weekend work

### **APPLICATION DEADLINE**

Open until filled.

**OUR UTILITIES MANAGER POSITION IS A CHALLENGING AND REWARDING ROLE.**

### **POSITION SUMMARY**

Under the general supervision of the Public Works & Utilities Director performs supervisory duties operating, maintaining and inspecting water or wastewater treatment plant facilities to ensure compliance with permit specifications and provide high quality treatment of water and wastewater. The incumbent will provide recommendations and technical assistance to the Public Works & Utilities Director, Village Manager and/or Village Council. This is a highly independent mid-management position.

### **SELECT DUTIES AND RESPONSIBILITIES**

- Supervises the work of subordinate staff by scheduling, assigning and reviewing work, providing training and counseling and evaluating performance.
- Establishes and implements operating protocols for water/wastewater treatment facilities according to Federal, State, and Local guidelines to ensure permit compliance.
- Assists and advises operators at all levels in the resolution of difficult process problems.
- Develops daily, weekly and monthly reports for submission to customers, management, and regulatory agencies in accordance with standard operating procedures.
- Modifies processes by changing such things as air application rates, sludge return rates, and chemical dosage rates as needed to maintain proper operation of facility in accordance with permit specifications.
- Works closely with environmental laboratory personnel to develop and implement sampling and testing procedures in compliance with Standard Methods.
- Coordinates with Reclaimed Water staff to ensure uninterrupted service to all reclaimed water customers
- Receives, reviews, and submits work order requests.



- Coordinates operational requirements with maintenance staff to minimize process impact during maintenance activities.
- Develops and implements standard operating procedures to ensure compliance with the facility operating permit.
- Responds to customer complaints in a courteous and helpful manner to provide or find answers in a timely manner.
- Conducts public tours of water/wastewater treatment facilities to educate the public and foster good relations.
- Assists in the development, implementation, and training of personnel in emergency response plans and safety programs in conformance with local, state and federal regulations.
- Drives a motor vehicle to and from classes, work sites, and the environmental laboratory; and loads and unloads materials, tools, equipment, and laboratory samples.
- Performs other related duties as required.

## REQUIREMENTS AND QUALIFICATIONS

- Graduation from high school or possession of a GED Certificate.
- Five (5) years' experience in water/wastewater management.
- Three (3) years' in a supervisory capacity.
- Possession of a valid State of Florida Water & Wastewater Plant Operator "B" Certificate of License required.
- Possession of a valid State of Florida "C" Wastewater license is required.
- Possession of a valid Driver's License is required.
- Possession of a valid State of Florida Water & Wastewater Plant Operator "A" Certificate of License preferred.
- Experience in the governmental/public sector is preferred.

## BRING YOUR SKILLS AND TALENTS TO A DYNAMIC CAREER OPPORTUNITY WITH FLORIDA'S NEWEST MUNICIPALITY!

### About Indiantown

Indiantown is a rural community in Florida's Treasure Coast first established in the early 1900's, then incorporated in 2017 as the newest local government in Florida. While its population of less than 7,000 is small, its resident engagement is exemplary and its potential for community building and new business opportunity is large. The Village is governed by a Mayor and Council elected at large, while day-to-day operations are directed by the Village Manager. Because our staff is small, we're called upon to apply versatile talents and skills across many disciplines making our daily work very challenging and dynamic.

### Application Process

Interested persons should submit a resume and cover letter, not to exceed four (4) pages collectively. The position will remain open until filled. An **original, signed** version of a candidate's submission, with the candidate's **legal signature** on the cover letter, should be e-mailed to [jnorris@indiantownfl.gov](mailto:jnorris@indiantownfl.gov). The signed cover letter shall also include the statement: *"I certify all information contained in this cover*



VILLAGE OF  
*Indiantown*  
FLORIDA

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***letter and resume is true and accurate."* Failure to follow these submission requirements may disqualify applicant from consideration.**

Professional references are optional at the time of submission; however, they may be requested if the candidate is invited to an in-person interview. References submitted at this stage must be limited to a one (1) page list.

INDIANTOWN VILLAGE IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE, DISABILITY, MARITAL STATUS, FAMILY STATUS, OR SEXUAL ORIENTATION IN EMPLOYMENT OR THE PROVISION OF SERVICES.