



City of Bloomington, Indiana
Assistant Superintendent

SALARY	\$36.70 Hourly \$2,936.27 Biweekly \$6,361.92 Monthly \$76,343.00 Annually	LOCATION	Monroe Water Plant Bloomington, IN
JOB TYPE	Regular Full-Time (40hrs/week; with benefits)	DEPARTMENT	Utilities/Monroe Water Treatment Plant
OPENING DATE	05/14/2025	CLOSING DATE	6/2/2025 11:59 PM Eastern
FLSA	Exempt	BARGAINING UNIT	N/A
TYPICAL WORK SCHEDULE:	M-F 5am-1pm or M-F 2pm-10pm	POSITION REPORTS TO:	Utilities Plant Superintendent
SUPERVISES STAFF:	Yes		

Description

The City of Bloomington has an exciting job opportunity as an **Assistant Superintendent**. We invite diverse talent to join our team and help advance our mission focusing on economic vitality, attainable housing, public safety, progress partnerships, inclusion, open government, sustainability, transportation, and quality of place. Come join us and be part of shaping the vibrant future of Bloomington, Indiana.

<https://www.youtube.com/embed/IjFoC2hbaP0?&wmode=opaque&rel=0>

The City is currently in the process of implementing a new salary structure. Depending on the progress of this implementation, the salary offered to the selected candidate may be higher than the amount currently posted. However, the candidate will not be offered a salary lower than the posted amount for this position.

Duties

This job description is illustrative only and is not a comprehensive listing of all job functions performed. The following are essential duties for this position, performed with or without reasonable accommodation:

Primary

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 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.

Secondary

When the Solids Handling Supervisor is absent, the Assistant Plant Superintendent oversees the operation of the City's bio-solids treatment and storage facilities for compliance with state and federal regulations.

Supervises the use of mechanical dewatering devices, pumps, settling lagoons, drying beds, digesters, screens, chemical feed equipment, and miscellaneous heavy equipment.

Performs related duties as assigned.?

Occasionally conducts tours of plants for various public groups, including school-age children. Performs related duties as assigned.

Job Requirements

High school diploma/GED, limited experience or a combination of knowledge, skills and abilities to perform the duties of the position.

Over one year of in-plant experience in wastewater treatment and/or water treatment facility operations?

Minimum of 2 years' experience as a direct supervisor, preferred.

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.

Knowledgeable of all applicable federal, state, and local regulations regarding plant operations and water quality.

Process a valid driver's license.

Difficulty of Work and Personal Work Relationship

Difficulty of Work

Normal work responsibilities expose individuals to chemical and physical hazards associated with plant operations. Individuals in this position must be physically able to access confined spaces, climb ladders and engage in related activities associated with an industrial setting. This position is responsible for observing and enforcing all safety policies and regulations in order to prevent accidents or injury to themselves and others while performing work in all weather conditions.

Personal Work Relationships

This position maintains frequent verbal and written communication with the plant Superintendents, peers and personnel, representatives from state and federal regulatory agencies, and the general public. It is not unusual to lead plant operations, explain and interpret department policies and practices, and conduct tours of plant facilities.

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, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

The City of Bloomington validates authorization to work using E-Verify, which provides the Social Security Administration and the Department of Homeland Security with information from each new employee’s I-9 form to confirm work authorization.

Employer

City of Bloomington, Indiana

Address

401 North Morton Street

Bloomington, Indiana, 47404

Phone

812-349-3404

Website

<https://bloomington.in.gov/>