**Southwestern Bartholomew Water Corporation**

**4735 W. Carlos Folger Drive**

**Columbus, Indiana 47201**

**812-342-4421**

**Assistant Superintendent**

**Basic Job Description**

1. Assist the Superintendent with the daily upkeep, maintenance, repair and proper operations of the Distribution System and Water Treatment Plants.
2. Maintain Distribution and Treatment license per Indiana Department of Environmental Management.
3. Assist in resolving customer complaints (leaks, pressure, usage)
4. Assist with meter reading when additional workforce is necessary.
5. Assist with work orders when required when additional workforce is necessary.
6. Assist Superintendent in maintaining the SCADA computer system.
7. Assist Superintendent in recording data, submitting monthly required reports, sampling, and sampling results.
8. Maintain records of leaks in the GIS system (Ziptility) to include precise GPS coordinates, leak type, estimated cost associated with repair, estimated water loss, photos before and after, and any other related data.
9. Maintain GIS (Ziptility) system. This includes maintaining asset inventory with asset details (age, material, and condition), updating customer information monthly.
10. Maintain GPS and locating equipment.
11. Assist with the annual manual reading of all customer meters throughout the Distribution System.
12. Administer and maintain records of flow test for a minimum of five (5) percent of customer meters each year.
13. Oversee annual maintenance and recording of Master Meter testing and inspection.
14. Oversee and direct with valve and hydrant exercising annually. This includes valve box clean-outs, and hydrant painting.

Generally, hours are Monday to Friday 7:30 a.m. – 4:00 p.m. with on call rotation.

If interested in position, please contact Darlene Keller, General Manager, at 812-342-4421 or send resume to kdkeller@swbwc.com.