

**Part Time Water and Sewer Plant Operator
Lake Santee Regional Waste and Water District
Greensburg, IN 47240**

This position was created specifically for Lake Santee Regional Waste and Water District (RWWD). All Duties and responsibilities related to the position would be determined by RWWD and administered through the management agreement.

Lake Santee Property Owners Association, through the management agreement is contracted as the supplier of personnel for Lake Santee Regional Waste and Water District. (RWWD). Under that management agreement, the Part Time Water and Sewer Plant Operator is authorized to perform certain duties directly or indirectly as outlined below for RWWD:

1. GENERAL DUTIES AND RESPONSIBILITIES:

- Works under the general direction of the Utility Superintendent. Serve as the back-up operator for Lake Santee Regional Waste and Water District (RWWD) plants. Oversees the repair and maintenance of equipment and machinery used in the plants for the RWWD. Responsible for water and sewer laboratory testing plus any other testing as directed. Monitors inventory and supplies as required.

2. SPECIFIC DUTIES AND RESPONSIBILITY:

- Works under the direction of the Utility Superintendent
- Keep all records including, but not limited to, equipment logs, time sheets, MSDS sheet and other records as deemed necessary for the efficient operation of RWWD water and sewer facilities.
- Attend meetings as required.
- Keep all records relevant to the day-to-day operation, inventory and maintenance of the Utility in accordance with the Uniform Compliance Guidelines for Special Districts,
- Be responsible for routine maintenance for all waste and water plant, systems and equipment.
- Be responsible to see that routine laboratory tests are completed as required by NPDES permits.
- Maintain a good working relationship with IDEM, ISDH, SBA and other agencies as appropriate.
- Assist to publish required public notices as specified by IDEM regarding operational notices for the waste and water plants.
- Assist to prepare and distribute Consumer Confidence reports.
- Assist to maintain the RWWD Emergency Response Plan and assist with the annual review.

3. KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of SCADA (Supervisory Control and Data Acquisition) system.
- General knowledge of Microsoft Office.
- Thorough knowledge of laboratory testing processes and procedures.
- Ability to communicate effectively orally and in writing with the District Board, Supervisor and other employees.
- Ability to organize and use time effectively, and handle several significant responsibilities continuously.
- Must maintain State of Indiana Water Licenses, WT6 and WWI.

4. EDUCATION AND EXPERIENCE

At least a high school diploma and at least two-years of experience in a waste or drinking water setting preferred. The ideal candidate would also possess at least 1 year of prior experience and 2 years of advanced technical training.

5. PHYSICAL REQUIREMENTS

The job of Part Time Water and Sewer Plant Operator can be physically demanding. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

Applicants can send a resume or get a job application at lake-santee.com. The job application must be printed, completed and mailed. Resumes or applications can be mailed to: Lake Santee RWWD Utility Administrator, 13 SW Wrenn Parkway, Greensburg, IN 47240.