

City of Evansville



Job Description

Job Title: Superintendent

Department: EWSU Operations/Filtration

Reports to: Deputy Director of Plants

Classification: Exempt

Bargaining Unit: Non-Bargaining

Effective Date: April 2026

Job Summary

The Superintendent manages the overall administration and plant operations with emphasis on the Safe Drinking Water Act.

Essential Duties and Responsibilities

- Manages, plans and directs the activities of the staff, coordinates, prioritizes and assigns tasks and projects.
- Develops and updates standard operating procedures, water quality parameters, and safety guidelines for the water treatment operations.
- Implements procedures and provides guidelines for staff training, insuring consistency of treatment results, and guidance for responding to changing water quality conditions.
- Attends regular employee, process control and engineering meetings and assigns follow-up tasks from meetings for operations staff as needed.
- Serves as a technical liaison with respect to water operations and processes to the Deputy Director of Plants; participates in design workshops, working groups, special projects and other water operations initiatives as a technical resource.
- Directs the preparation of the operation, maintenance, and capital budget. Approves expenditure from authorized budgets, following best accounting practices.
- Exercises independent judgment in selecting appropriate methods and procedures to accomplish several related but separate tasks.

Skills, Abilities and Knowledge

- Strong leadership, supervisory, delegation, and troubleshooting skills.
- Excellent written, oral, and verbal communication skills.
- Ability to interpret, write, and understand work processes, regulations, and standards.
- Proficiency in Microsoft Office applications, including Word, Excel, and Outlook.
- Must be computer literate and have the ability to learn new software applications.

Education and Experience

- Minimum of a bachelor's degree in civil, environmental, or biological science or a related field.
- Minimum of three (3) years of administrative, regulatory compliance, supervisory, and technical experience related to drinking water facility operations.
- Thorough knowledge of water quality, environmental standards, and applicable state and federal regulations.

Other Requirements

- Must possess and maintain a valid driver's license.
- Must possess an IDEM WT5 Surface Water Operator's License or obtain within eighteen (18) months of placement.

- Must be available to work weekends, evenings and extended hours as needed.
- Must be able to respond to emergencies on a 24-hour basis and participate in on-call rotation.
- Must be able to travel for meetings and training, including occasional overnight travel.

Work Environment and Physical Requirements

- Work is performed under moderate supervision.
- Exposure to varying weather conditions and temperature extremes.
- Occasional exposure to hazardous work conditions including noise, fumes, height, slippery surfaces, confined spaces and moving parts.
- Involves exposure to potentially dangerous materials and situations that require following extensive safety precautions and use of personal protective equipment (PPE).

**This job description is not designed to cover or contain a comprehensive list of activities, duties, or responsibilities that are required of the employee.*

HR Approved: *LOW*

Date: *4/28/2026*