Positon Posting

Water Resources Superintendent

The Opportunity

The City of Buchanan is seeking a Water Resources Superintendent to lead our wastewater treatment operations and help plan for the future of our utility systems. We are looking for someone who knows the work, supports the people doing it, and understands the importance of reliable service to the community. This is a working leadership position with responsibility for daily operations, regulatory compliance, staff development, and long term planning.

Buchanan is a southwest Michigan community in Berrien County along the St. Joseph River. Its downtown, parks, McCoy Creek Trail, farmers market, and community events offer opportunities to get involved and enjoy life outside of work. The City is investing in its future, including a recently completed $20 downtown project replacing critical utilities, planning for its riverfront and looking at ways to strengthen the infrastructure that serves residents and businesses.

The City is also looking to extend its existing water and wastewater systems into neighboring townships to increase the number of customers served. The Superintendent will work with the City Manager, engineers, and regional partners to evaluate capacity, identify needed improvements, and plan for growth while maintaining dependable service for existing customers.

Position Responsibilities

- Direct and participate in the operation and maintenance of the wastewater treatment plant and related facilities. Coordinate lift station and collection system needs with Public Works and other City staff.
- Supervise assigned operators and laboratory staff, schedule work and coverage, establish clear expectations, evaluate performance, and support training and advancement in operator certification.
- Monitor treatment performance, interpret laboratory results and operating data, and direct process adjustments. Oversee sampling, laboratory quality control, equipment calibration, and accurate operating records.

- Manage compliance with the City's National Pollutant Discharge Elimination System permit and applicable requirements of the Michigan Department of Environment, Great Lakes, and Energy and the U.S. Environmental Protection Agency. Prepare and submit required reports and coordinate regulatory inspections and corrective actions.
- Administer the industrial pretreatment program, coordinate sludge and biosolids management, and address discharges that could affect treatment performance or permit compliance.
- Plan preventive maintenance and repairs for pumps, motors, controls, chemical feed systems, and other equipment. Maintain asset records and coordinate contractors, supplies, and equipment purchases.
- Prepare and administer the operating budget, recommend capital improvements, and help develop funding priorities, equipment replacement schedules, and plans for system extensions.
- Promote safe work practices, coordinate emergency response, and communicate operational issues and recommendations clearly to the City Manager, staff, regulators, and the public. Perform related duties as assigned.

Required Qualifications

A current Michigan Class B municipal wastewater treatment operator certification, or higher, is preferred. The City will also consider a candidate who currently holds a Michigan Class C certification and can meet the eligibility requirements, take and pass the required examination, and obtain Class B certification within 12 months of hire.

Class C applicants must document their education, qualifying experience, and testing timeline consistent with EGLE requirements. Until Class B certification is obtained, the City will maintain appropriately certified operational coverage and assign duties consistent with the employee's certification and legal authority.

- High school diploma or equivalent, supplemented by training in wastewater treatment. Relevant college coursework or a degree in water resources, environmental science, chemistry, biology, or a related field is preferred.
- Progressively responsible wastewater operations experience, including the ability to make sound process decisions, troubleshoot equipment, maintain compliance, and direct the work of others. Supervisory or lead operator experience is preferred.

- Working knowledge of wastewater treatment processes, laboratory procedures, industrial pretreatment, mechanical systems, and applicable environmental and workplace safety requirements.
- Ability to prepare budgets and reports, maintain accurate records, use operating and office software, and communicate effectively with employees, contractors, residents, and regulatory agencies.
- A valid driver's license and the ability to travel between City facilities and respond to operational needs outside normal working hours. Any additional vehicle qualifications must match the equipment assigned.

Potential Water Operations Responsibilities

A qualified candidate may also oversee water treatment, storage, distribution, regulatory reporting, maintenance, and assigned staff. Applicants interested in this broader role should identify their drinking water certifications and operating and supervisory experience. The City will determine the final scope and compensation based on qualifications and assigned duties. The City has an experienced water treatment operator and if this operation is added under this position, the intent is it to be done so for efficient management of the City's overall water operations, not for the day-to-day operations of the working group.

Annual salary:

$78,000 to $98,000, depending on types and levels of licenses and experience. Candidates qualified to oversee the City's water operations may be considered for that additional responsibility, with compensation commensurate with their additional qualifications and assigned duties.

Work Environment and Availability

Work takes place in the treatment plant, laboratory, office, and field, including outdoor conditions and areas with wastewater, chemicals, moving equipment, and noise. Duties may require walking on uneven surfaces, climbing stairs and ladders, bending, handling tools and equipment, and using required protective equipment. The employee must be able to perform essential duties with or without reasonable accommodation.

The position requires availability for emergencies and occasional evening, weekend, or holiday work as operational needs require. The Superintendent will help establish reliable staff coverage and continuity of operations.

How to Apply
Submit a resume, letter of interest, copies of operator certifications, and three professional references to Courtney Baham at cbaham@cityofbuchanan.com or via postal service/delivery service to:

City of Buchanan
Attn: Courtney Baham
302 North Redbud Trail
Buchanan, MI 49107.

Include your Class B certification timeline, if applicable, and any qualifications for water operations oversight.

Application deadline: November 6, 2026 or until filled

The City of Buchanan is an equal opportunity employer. Reasonable accommodations are available during the application process and in performing the essential duties of the position.