



TOWN OF HUNTERTOWN

15617 Lima Road ★P.O. Box 95★Huntertown, IN 46748
Phone: (260) 637-5058★Fax: (260) 637-5891

WASTEWATER OPERATOR JOB DESCRIPTION TOWN OF HUNTERTOWN

SALARY: \$32.26 - \$33.87/hour

LOCATION: TOWN OF HUNTERTOWN

\$64,520 - \$67,740/year

DEPARTMENT: WASTEWATER UTILITY

JOB TYPE: FULL-TIME

OPENING DATE: 11/21/2024

POSTED UNTIL FILLED

JOB DESCRIPTION:

The Wastewater Operator in Responsible Charge shall efficiently run Huntertown's Wastewater Treatment facility and meet the effluent limitations as set forth in the Town's NPDES permit with the State of Indiana. Responsibilities may extend to after-work hours, which include nights, weekends, and holidays and directed by the Town.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Duties include, but are not limited to:

1. Responsible for meeting all requirements of the Indiana Department of Environmental Management and the Environmental Protection Agency, as well as other regulatory bodies and state administrative codes pertaining to the safe operations of wastewater utilities.
2. Ensure the proper operation, maintenance, management, and supervision of the Huntertown Wastewater Treatment Plant.
3. Responsible for developing the annual operating budget in conjunction with the Huntertown Clerk-Treasurer and Town Manager, as well as SOP's (Standard Operating Procedures) and forms required for proper plant operations, and maintain such documents annually.
4. Complete administrative duties including attending meetings, reviewing reports, completing various reports, answering inquiries, participating in budget reviewing, etc., as needed.
5. Provide direction and supervision to ensure written and electronic monitoring reports are prepared in accordance with all local, state, and federal guidelines.
6. Ensure that all sampling and routine laboratory analysis is performed to comply with requirements of NPDES permits.
7. Assist the Huntertown Street Superintendent with the maintenance and inspection of the Huntertown wastewater collection system, including but not limited to: 1) annual testing of the collection system; (2) monthly and quarterly cleaning and maintenance of the collection system; (3) weekly inspection of the collection system.
8. Comply with all rules and regulations included in [Rule 327 IAC 5-23-7](#)

JOB REQUIREMENTS:

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty according to the requirements of the organization. The requirements listed below are

Approved by Town Council: 10/28/2024

Approved by USB 11/4/2024

representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

Education and/or Experience: Class III Wastewater Treatment Operator License; or equivalent combination of education and experience required. If not currently a holder of a Class III Wastewater Treatment Operator License, able to obtain one at the next available testing date. Previous experience in wastewater operations is required. A secondary license issued by the Indiana Department of Environmental Management, including but not limited to: Water Treatment License, DSM Distribution License, or other related field license is desired.

Necessary Knowledge, Skills, and Abilities:

- 1) An expert level of understanding and certifications for wastewater operations and related understanding of IDEM and other regulatory requirements for public utility operators.
- 2) Extensive understanding of wastewater treatment plant equipment and work environments.
- 3) Must be able to assist Street Superintendent with the operation, maintenance, and repair of collection system infrastructure, such as lift stations, pumps, motors, valves, level indicators, float switches, relief valves, manholes, grease traps, generators, odor control units, and other equipment.
- 4) Must be able to communicate through both the spoken word and the written word and must be able to communicate with fellow employees and coworkers.
- 5) Ability to work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.
- 6) Ability to comply with all employer policies and work rules, including, but not limited to attendance, safety, drug-free workplace, and personal conduct.
- 7) Ability to occasionally work extended hours including weekends and/or evening, and occasionally travel out of Town for training, sometimes overnight.
- 8) Ability to serve on 24-hour call, respond to emergency situations and take regular rotation of weekly on-call schedule.
- 9) Possess a valid Indiana Driver's License and demonstrate safe driving record, reside within thirty miles of Town boundaries or relocate within this distance in 6 months.

Please submit a resume and any supplemental application materials to the Huntertown Town Manager at TownManager@Huntertown.in.gov, or deliver your application to Huntertown Town Hall, located at 15617 Lima Road, PO Box 95, Huntertown, Indiana, 46748.

PLEASE NOTE: The Town of Huntertown may be interested in hiring a licensed part-time operator that meets the above qualifications. If interested, please contact the Huntertown Town Manager to learn more.