



Dillsboro, Indiana

13030 Executive Drive PO box 127 Dillsboro, IN 47018
(812) 432-9002 www.dillsboro.in

Superintendent Job Description

Reports To: Town Manager

FLSA Status: Non-Exempt

Work Schedule: Full-time, 40 hours/week; overtime as needed

Position Summary: The Superintendent is a key leadership position responsible for overseeing the Town of Dillsboro's operations, including the Water and Sewer Utilities, storm sewer systems, park and facility maintenance and upkeep, and general public works. The Superintendent ensures efficient day-to-day functioning of public infrastructure, compliance with regulatory requirements, and delivery of quality services to residents. This role oversees the foreman and laborers and works closely with the Town Manager to plan, execute, and monitor municipal projects and services.

Essential Duties and Responsibilities

Water and Sewer Utilities

Oversee daily operations of the Water and Sewer Utility systems, including routine maintenance and emergency response.

Investigate and resolve customer complaints and service concerns related to water quality, leaks, backups, pressure issues, and utility disruptions.

Advise contractors, developers, and property owners on procedures and requirements for new water and sewer connections.

Monitor the performance of pumps, lift stations, valves, hydrants, meters, and other critical infrastructure.

Respond to and ensure resolution of water and wastewater system alarms. Coordinate after-hours or emergency responses as needed.

Ensure all water and sewer system activities comply with IDEM regulations and reporting standards.

Maintain accurate records of system maintenance, repairs, testing, and inspections.

Street and Right-of-Way Maintenance

Manage routine and emergency maintenance of streets, sidewalks, curbs, and signage.

Perform and oversee patching, paving, crack sealing, and snow/ice removal.

Maintain and clean storm drains, culverts, and open drainage systems.

Lead weekly brush and heavy trash pickup and ensure proper disposal procedures.

Ensure safe, visible, and compliant roadway conditions throughout the Town.

Parks and Public Facilities:



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Oversee groundskeeping, repair, and upkeep of parks, public spaces, playgrounds, and Town buildings.

Coordinate seasonal maintenance, mowing, landscaping, and winterization tasks.

Fleet and Equipment Management

Schedule and oversee routine maintenance and repair of the Town's vehicle and equipment fleet.

Ensure all equipment is in good working condition and safely operated by trained staff.

Maintain maintenance logs and plan for the replacement of aging equipment as needed.

Personnel and Supervision:

Supervise the foreman and laborers, assigning tasks, setting priorities, and overseeing job performance.

Ensure all work is performed in a safe and efficient manner and in compliance with Town safety procedures and OSHA standards.

Train staff on equipment usage, safety practices, and maintenance procedures.

Preferred Qualifications

Indiana Department of Environmental Management (IDEM) Distribution System Small (DSS) Water Operator License

IDEM Class II Wastewater Operator License

Valid Indiana Commercial Driver's License (CDL)

Experience with heavy equipment such as backhoes, excavators, skid steers, and similar equipment

Strong understanding of utility systems, pumps, valves, electrical components, and line repair methods

Familiarity with asphalt and concrete repair techniques, signage installation, and facility upkeep

General knowledge of municipal infrastructure, utility coordination, and construction planning.

Basic knowledge of computers, emails, and electronic filing.

Employee Signature

Date

Manager's Signature

Date