



## **JOB POSTING: WATER AND WASTEWATER SUPERINTENDENT**

The City of Jonesville is currently accepting applications for a Water and Wastewater Superintendent. This position oversees and administers the full scope of drinking water production and water tower operation, wastewater collection and treatment, and laboratory processes. The Superintendent works under the general direction of City Manager. This is a department head position responsible for managing the facility operations and maintenance, as well as oversight of day-to-day activities. The position supervises an Assistant Superintendent and Plant Operator/Lab Technician. The position also coordinates closely with the Department of Public Works Superintendent, who manages the water distribution system.

The successful candidate will be a capable of operating as a working supervisor, helping to develop the staff. The individual must have experience meeting permitting standards and delivering a high level of service to the City's water and wastewater customers. The ability to plan and oversee large capital improvement projects is also an important quality.

### **Wastewater Treatment Plant**

The Wastewater Treatment Plant (WWTP) was built in the early 1970's. Major rehabilitations were completed in 1981 and 2005. The facility has a current average daily flow of 0.25 MGD and a capacity of 0.61 MGD. The collection system consists of 13 miles of sewer mains and no lift stations. The WWTP is a biological treatment system. The Asset Management Plan was adopted in 2019. The City has been progressive in preventative maintenance and capital reserve funding. The Asset Management Plan anticipates significant replacement of several treatment components at the WWTP in 2033.

### **Water Supply**

The City's water supply system consists of two wells. The wells pump through the Iron Removal Plant (IRP), which aerates and filters the well water. The filtered water is disinfected using a hypochlorite solution and fluoride is added before the treated water flows to the distribution system. A 500,000 gallon elevated tower maintains pressure in the system. The average day demand is 0.23 MGD with a maximum demand of about 0.37 MGD. The wells were put into service in 1962 and 1972; the IRP was constructed in 1973. A major rehabilitation of the wells and IRP was recently completed, with the renovated facility fully in service as of July of 2020.

### **Capital Improvement Plan**

The water and wastewater utilities serve most of the incorporated area of the City, which is approximately 3 square miles. There are just under 900 household, commercial and industrial customers. The City maintains a progressive Capital Improvement Program to support the maintenance and operation of these critical utilities. The City contracts annual inspection and maintenance of the water tower.

### **Salary and Benefits**

Salary range for the position is \$57,465-\$74,979, with the starting wage dependent upon qualifications. The City offers a comprehensive benefits package, including health, dental, vision and disability insurance; a defined contribution retirement program; vacation, sick, and personal leave; and twelve paid holidays.

The Superintendent is expected to work 40 hours per week, but has the ability to flex their schedule due to position demands and after-hours responses. The normal department work schedule is 7:00 a.m. to 3:30 p.m.

### **Minimum Qualifications**

An associate degree or knowledge and experience equivalent to an associate degree in wastewater treatment technology, civil engineering, or a similar field is required. Five or more years of experience in the operation of an aerobic and anaerobic processing wastewater treatment plant, or an equivalent combination of training and experience is also required. Successful candidates must possess a current and valid Michigan Motor Vehicle Operator's license; a Class B Commercial Driver's License is desirable. The City requires a Michigan Class B Wastewater Certification. A Michigan D-3 Water Operator's Certification, or the ability to obtain one within two years of hire, is also required.

### **How to Apply**

The position will remain open until filled. Review of applications will begin following the close of business on Monday, July 1, 2024. Interested applicants must submit a cover letter, completed application form, and resume to:

Jeff Gray, City Manager  
City of Jonesville  
265 E. Chicago Street  
Jonesville, MI 49250  
OR:  
[jgray@jonesville.org](mailto:jgray@jonesville.org)

The required application form, as well as a complete position description, can be found on the City of Jonesville website at [www.jonesville.org](http://www.jonesville.org). Materials may be submitted in person, by mail, or email to the above addresses.

The City of Jonesville is an Equal Opportunity Employer.