



POSITION ANNOUNCEMENT

WATER/SEWER SUPERINTENDENT

The Village of Wilmette is seeking to fill the Water/Sewer Superintendent position in the Engineering and Public Works Department. This is a highly skilled management position responsible for providing functional and operational management of the Water/Sewer Division, and reports to the Deputy Director of Public Works.

General Responsibilities:

The individual in this position will be responsible for coordinating and supervising personnel and all daily activities related to the Water/Sewer Division. This includes activities related to the maintenance and repairs to the water distribution and sewer systems. This position is also responsible for managing various contracts and contractors performing work duties related to the water distribution and sewer systems. Position also fields and manages customer service requests. Responsibilities and assignments are broad in scope and require independent judgement on complex issues that are interpretive and evaluative in nature. This position requires significant accountability and decision making responsibilities.

Duties will include planning, organizing and supervising the work of 11 employees in the division. The person in this position will also be responsible for assisting with preparations of the division's operating budget and its capital improvement program to include purchasing and reporting functions as it relates to the Water/Sewer Division. Ensures sewer maintenance operations comply with regulations depicted under all applicable local, state and federal laws for storm sewers, combined and sanitary sewers; and performs other duties as assigned by the supervisor.

Position Requirements:

The successful candidate will be a high school diploma or equivalent. A bachelor's degree with coursework in public administration, construction, civil engineering, or a related field is preferred.

The position requires a minimum of five (5) years of experience related to the maintenance of water distribution and sewer systems, including at least three (3) years of supervisory experience preferred.

Essential position requirements include excellent communication and organizational skills, ability to work well under pressure, possessing the ability to handle multiple and simultaneous projects as well as have the ability to develop positive working relationships.

Ideal candidates should be proficient in Microsoft Office Suite 365 and the ability to learn the Village's Enterprise Resource Planning System (MUNIS) which also includes the Citizen Relationship Management (CRM) System. **A Public Water Supply Operator's License Class D is required (Class A preferred) and a Commercial Driver's License (CDL) class B with both air brake and tanker endorsements, or the successful candidate must be able to obtain the Class D Water License and CDL within 6 months of employment.**

Compensation and Benefits:

The salary range is \$108,083 to \$143,419 with a starting salary DOQ to include an excellent benefits package. Benefits include participation in the Illinois Municipal Retirement Fund (IMRF), medical, dental and vision coverage, life insurance, and voluntary participation in a deferred compensation program (457 plan).

Selection Process:

Candidates will participate in multiple interviews. The selected candidate will be required to successfully complete a pre-employment physical examination which includes a back evaluation and drug and alcohol screening, background investigation and a driver's license records check with the Secretary of State's Office.

How to Apply:

Interested candidates should complete an online application found on the Village's Self-Service Employment Opportunities webpage at <https://wilmette.munisservice.com/ess> and attach your resume and cover letter. Paper submissions will not be accepted. Employment applications will be reviewed as they are received, and the position will remain open until filled.

The Village of Wilmette is an Equal Opportunity Employer