



## **NOW HIRING**

### **Maintenance Superintendent Glenbard Wastewater Authority**

#### **DESCRIPTION:**

The Glenbard Wastewater Authority (“the Authority”) is recruiting for an experienced (full-time) Maintenance Superintendent. This position oversees and performs a variety of semi-skilled and skilled tasks in the maintenance and repair of wastewater treatment plant facilities and equipment. The position also provides a variety of supervisory and administrative functions, including supervision of personnel and contractors, budgeting, contract management, parts/equipment procurement, and project management. Position is required to respond to off-hours calls, including evenings, weekends, and holidays, as needed. Other related duties as assigned. Position reports directly to the Authority’s Executive Director.

#### **ESSENTIAL FUNCTIONS:**

- Plan, schedule, assign, and oversee daily maintenance activities for treatment plant facilities and equipment.
- Diagnose and repair a variety of equipment and machines used for wastewater treatment activities.
- Develop and oversee preventative maintenance schedules and procedures for all wastewater treatment equipment.
- Perform a variety of machining and fabrication of various parts, including performing welds, cuts, heating, bending, straightening, brazing and soldering; performs light plumbing activities as assigned.
- Plan and schedule major projects involving significant equipment refurbishing and/or replacements.
- Inspect plant facilities to ensure proper working order of machinery and equipment; perform installation of new equipment.
- Evaluate operations and activities in a Division; recommend improvements and modifications; prepare and maintain various reports and records on operations and activities.
- Participate in capital planning and budgeting activities, as well as project design and equipment layout
- Maintain appropriate inventory of tools and equipment and requisition parts, as necessary.
- Operate a variety of commercial vehicles and heavy-duty tools and equipment properly & safely.
- Evaluate employee work performance; coach and develop employees; inspire confidence; and make recommendations regarding merit raises based on performance evaluations; administer and recommend progressive discipline with sound judgment, as needed.
- Develop cooperative working relationships with internal and external stakeholders.

- Coordinate and oversee contractors and monitor performance.
- Set-up safe work practices and use appropriate safety equipment.
- Assist in after-hours, emergency response operations.

**QUALIFICATION REQUIREMENTS:**

To receive consideration for this position, applicants must possess a high school diploma or equivalent, and have at least ten (10) years of increasingly responsible plant maintenance experience or possess an equivalent combination of education/specialized training/related experience with at least three years in a leadership role. Qualified candidates should also possess, or demonstrate the ability to possess, a Class IV Operating License through the IEPA, additional mechanical maintenance certifications are a plus. Candidates must possess and maintain a valid motor vehicle driver’s license; and possess or be able to obtain a Class B-CDL within one (1) year of employment. The general work schedule is Monday-Friday, 7:00 am to 3:30 pm. Must also be able to respond to after-hours call-backs and be prepared for and confront emergency conditions as necessary.

Qualified applicants should demonstrate the ability to define problems and exercise good judgment in effectively solving problems. The ability to develop positive working relationships with the general public, contractors, and coworkers is a critical skill set. The ability to operate various types of heavy-duty tools and equipment is also required. Must be able to perform basic mathematical calculations, and possess the ability to comprehend, retain, and apply the Authority’s rules and procedure manuals, including any pertinent Federal, State, or local laws. Position also requires intermediate skills in the operation of computers and related software; previous knowledge of SCADA systems is a plus. Prior experience with operating heavy-duty tools and equipment is desirable. Candidate must also possess, or demonstrate the ability to obtain, certification in CPR and first-aid, as well as a self-contained breathing apparatus (SCBA) and respirators.

The duties of this job include physical activities such as stooping, kneeling, standing, reaching, climbing, walking, lifting and/or moving (up to 50 pounds), grasping, talking, hearing/listening, seeing/observing, and repetitive motions. Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus. Employee works around vibrations and noise, moving mechanical parts, confined spaces, heights, and is exposed to malodorous and sometimes nauseating fumes, airborne particles, toxic or caustic chemicals, and extreme outdoor temperatures. Work environment includes primarily indoor work; however, must be able to withstand inclement, all-weather outdoor conditions.

**SALARY/BENEFITS:**

The pay range for this full-time position is \$32.04/hr (\$66,643) to \$48.68/hr (\$101,254), with an excellent fringe benefits package, including participation in the Illinois Municipal Retirement Fund (IMRF) defined benefit pension plan. Anticipated starting salary for this position is +/- \$85,000/year DOQ. Actual starting salary is negotiable, and will be dependent upon qualifications, experience, and professional achievement. This position is non-exempt under FLSA.

**HOW TO APPLY:**

1. Interested candidates should submit a resume and cover letter [vgeresume@glenellyninfo.org](mailto:vgeresume@glenellyninfo.org). Hard copies (faxed, mailed, hand-delivered) of resumes will be declined.
2. Applicants must indicate **(Job ID: #17-17-GWA Maint. Spt)** in the subject line of their e-mail.
3. The selected finalist will be required to successfully pass a pre-employment criminal background check, reference check, and a post-offer medical physical with a drug and alcohol screen.

4. Position is open until filled; **first review of applications will occur on June 12, 2017.** Candidates requiring reasonable accommodations under the Americans with Disabilities Act should contact Human Resources at 630-469-5000.

**THE GLENBARD WASTEWATER AUTHORITY IS  
AN EQUAL OPPORTUNITY EMPLOYER**