

The Town of Sunman
P.O. Box 147
604 N. Meridian St.
Sunman, IN 47041



Job Description

Job Title: Operations Manager

Department: Utilities – Water & Wastewater – Streets – Stormwater – Grounds – Facilities – Administration

Reports To: Certified Operator / Town Council / Compliance Liaison

Supervises: As assigned

Status: Full-Time, Exempt

On-Call Requirement: As-needed for weather events, emergencies, or operational needs across all departments

Position Summary

- Performs all sampling, laboratory analysis, documentation, and compliance reporting required for municipal water and wastewater operations.
- Coordinate and track all 811 dig requests, providing updates, follow-up actions, and detailed reports as needed.
- Ensures that all Town of Sunman operations are supported, covered, and completed effectively across Utilities, Property/Grounds, Streets, Stormwater, and Facilities.
- Provides coordination, follow-up, scheduling assistance, and logistical support so that daily tasks and long-term goals stay on track.
- Identifies needs, gathers quotes, manages inventories, supports asset management, and helps develop short- and long-term operational plans.
- Works closely with the Clerk-Treasurer and Town Council to organize projects, track budgets, and maintain updated records, manuals, spreadsheets, and maintenance logs.
- Serves as the central point for communication, documentation, planning, and follow-through to ensure nothing is overlooked.
- Supports both the Utility Manager and Property & Grounds Manager during high workload periods, emergencies, or staffing shortages.

Essential Duties & Responsibilities

1. Administrative & Coordination Duties

- Ensure all operational needs across departments are covered by coordinating schedules, follow-ups, and resource allocation.
- Work with the Clerk-Treasurer on project organization, financial tracking, procurement, and planning.

- Gather and compare quotes, prepare recommendations, and assist with vendor selection.
- Identify short-term and long-term operational needs for utilities, buildings, stormwater, streets, and grounds.
- Maintain and update work spreadsheets, task lists, equipment logs, and follow-up documentation.
- Assist with staffing coordination, workload distribution, training reminders, and scheduling needs.
- Communicate with citizens, vendors, contractors, engineers, and state agencies professionally.
- Support enforcement of Town policies, procedures, ordinances, and safety rules.

2. Asset Management, Inventories & Documentation

- Maintain and ensure accuracy of the Town's asset management system, including utilities, equipment, buildings, stormwater structures, and grounds assets.
- Keep updated inventories of tools, materials, replacement parts, safety gear, chemicals, small engines, and equipment.
- Track maintenance and lifecycle information for major assets, assisting in capital planning.
- Organize and maintain manuals, SOPs, binders, safety documents, equipment books, warranties, and repair records.
- Update digital and physical work spreadsheets, project logs, maintenance checklists, and inspection forms.
- Ensure all documentation is accessible, current, and stored properly for regulatory review, audits, or Council reference.

3. Project Support & Coordination

- Help plan and organize municipal projects, ensuring tasks are scheduled, documented, and followed through to completion.
- Provide follow-up communication with contractors and vendors to ensure work occurs on time and meets specifications.
- Assist the Clerk-Treasurer and Council with bids, RFPs/RFQs, grant paperwork, and project submittals.
- Track progress on infrastructure repairs, improvements, utility needs, and maintenance projects.
- Coordinate between departments so projects do not overlap or conflict with each other.

4. Department Support & Coverage

- Support the Utility Manager and Property & Grounds Manager with daily tasks, follow-up work, and resource coordination.
- Step in to assist with hands-on tasks when needed: grounds work, meter reads, stormwater maintenance, snow operations, or small facility repairs.
- Provide backup during emergencies, staff shortages, weather events, or high workload times.

- Ensure follow-up items are completed and communicated back to the Clerk-Treasurer and Town Council.
- Help acquire materials, equipment, and contracted support when needed.

5. Safety, Compliance & Reporting

- Support departments in maintaining compliance with safety standards, PPE requirements, SDS storage, OSHA, IDEM, and EPA expectations.
- Maintain or help maintain logs, inspection sheets, maintenance records, and safety documentation.
- Track hazards, deficiencies, and needed repairs and ensure they are communicated and addressed.
- Maintain organized digital and physical documentation for audits, inspections, and reporting needs.
- Seek, organize, and ensure safety training in all areas.

6. Community & Communication

- Assist with updates to residents regarding projects, closures, maintenance schedules, and emergency notifications.
- Support the Clerk-Treasurer by providing information for newsletters, social media, and public notices.
- Attend Town Council meetings to provide operational updates and project status reports.

7. Other Duties

- Assist the Town Council and Clerk-Treasurer with any additional tasks related to operations, utilities, grounds, facilities, or recordkeeping.
- Perform any work necessary to ensure Town operations run smoothly and efficiently.

Education & Experience Requirements

- High school diploma or GED required; additional coursework or training in operations, asset management, public works, utilities, or project coordination preferred.
- Valid Indiana Driver's License required.
- Experience in municipal operations, utilities, facilities, grounds, stormwater, or related fields preferred.
- Ability to read and understand quotes, manuals, equipment documents, and project plans.
- Proficiency in Microsoft Office and spreadsheet/document management.
- Strong skills in follow-up, documentation, communication, organization, and time management.
- Ability to lift 40–50 lbs., work outdoors as needed, and assist with manual tasks.
- Demonstrated reliability, professionalism, attention to detail, and teamwork.

Benefits

- Health, Dental, and Vision Insurance: Coverage begins 30 days from start; town pays 100% employee premiums, 80% family premiums.
- Retirement Fund: 6% Roth IRA contribution after 90-day probation.
- Paid Time Off (PTO) & Vacation: Up to 5 PTO days and 10 vacation days upon hire (Council discretion).
- Cellphone Allowance: \$40/month after 90-day probation.
- Holidays: Paid holidays including New Year's, MLK Day, Presidents' Day, Good Friday, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving, Christmas, and Voting Days.
- \$10,000 Accidental Life & Dismemberment / IPEP-Like Policy.
- Take-Home Vehicle: Possible assignment within a 10-mile radius by Council.
- Work Schedule & Flex Time: Rotating three-day weekends, alternate schedule options, flex time following emergency events.
- Clothing Allowance: Up to \$400/year for work-related clothing (Council-determined).
- Training & Professional Development: Tuition reimbursement, CEUs, one-day/online training, exam review, license renewal support, utility management certification.