

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



# Job Description

**Job Title:** Utility Manager

**Departments:** Water, Wastewater, Property, Streets, and Park

**Reports To:** Certified Operator / Town Council / Compliance Liaison

**Job Type:** Full-Time, Salary

**Pay Range:** \$40,000 – \$65,000 (commensurate with experience & Certifications)

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## Summary

The Utility Manager is responsible for the administration, operation, and maintenance of the Town's utilities, including water and wastewater treatment facilities. The Utility Manager also works closely with the Property Manager in overseeing the maintenance and management of streets, parks, town properties, and related infrastructure. This position operates under the direct supervision of the Certified Operators and the oversight of the Town Council, coordinating daily with the Property Manager, Clerk-Treasurer, and staff to ensure smooth day-to-day operations. The Utility Manager provides leadership to staff, ensures regulatory compliance, and supports the Town Council in planning and executing long-term infrastructure goals.

## Essential Duties & Responsibilities

Plan, implement, and oversee activities for public works projects, including water distribution, water treatment plant, wastewater treatment plant, sewer collection, streets, and park systems.

Assist the Property Manager in the maintenance of buildings, equipment, and tools, including inventory and supply management.

Maintain plant operations under normal and emergency conditions under the direction of the Certified Operators.

Ensure compliance with local, state, and federal regulations for all water and wastewater operations.

Perform inspections, collect data, and prepare daily/monthly reports on quality and plant conditions.

Prepare and/or submit monthly, quarterly, and annual reports to IDEM, INDOT, EPA, and other regulatory agencies under Certified Operator supervision.

Supervise staff to ensure safe and efficient operations, regulatory compliance, and accurate recordkeeping.

Conduct annual departmental reviews and submit reports to the Town Council.

Respond to operational emergencies on a 24-hour basis.

Support and mentor staff in operational and regulatory activities.

Perform duties and assignments as directed by the Certified Operators and Town Council.

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## **Other Duties & Responsibilities**

- Verify staff timecards and submit to the Clerk-Treasurer.
- Work with the Clerk-Treasurer on budgets, invoices, receipts, and financial management.
- Provide recommendations on hiring, performance reviews, and disciplinary actions.
- Establish goals for staff and conduct annual evaluations.
- Ensure preventative maintenance for vehicles, equipment, buildings, and grounds.
- Collaborate with engineers, contractors, and vendors for infrastructure projects.
- Assist with grant writing, funding requests, and capital project planning.
- Enforce ordinances, resolutions, and policies as directed by the Town Council.
- Maintain professional relationships with citizens, media, and government agencies.

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## **Communication Expectations**

- Submit all monthly, quarterly, and annual reports to the Certified Operator.
- Provide regular updates to the Town Council on projects, personnel, and grant status.
- Attend and participate in Town Council and public meetings as required.

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## **Education & Experience Requirements**

- DSM, WW Class 2, WT3 licenses (or ability to obtain within a specified timeframe).
- Valid Indiana Driver's License required.
- Proficiency in Microsoft Office applications.
- Strong skills in communication, organization, conflict resolution, and time management.
- Ability to manage multiple projects, adapt to changing situations, and make sound decisions.
- Proven record of maintaining ethical and professional behavior.

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# **Benefits**

## **Health, Dental, and Vision Insurance**

- Coverage begins 30 days from the start date.
- The Town pays 100% of employee premiums.
- The town pays 80% of family premiums.

## **Retirement Fund**

- Begins after 90-day probation.
- The town contributes 6% of base pay into a Roth IRA.

## **Paid Time Off (PTO) & Vacation**

- Up to 5 days of PTO may be awarded upon hire (Council discretion).
- Up to 10 vacation days may be awarded upon hire (Council discretion).

## **Cellphone Allowance**

- \$40 per month after 90-day probation, paid \$10.00 per pay for the first four weeks in the month.

## **Holidays**

Paid holidays (with minimum testing alternating among staff):

- New Year's Day
- Martin Luther King Day
- Presidents' Day
- Good Friday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving
- Thanksgiving Holiday
- Christmas Holiday
- Christmas Day
- Voting Days

## **\$10,000 Accidental Life & Dismemberment**

- IPEP Like Policy

## **Take-Home Vehicle**

- May be assigned by Council to department heads within a 10-mile radius.

## **Work Schedule & Flex Time**

- **Three-Day Weekends:** Rotating testing schedule for water/wastewater.

## **Alternate Schedule:**

- Off Weekend: Mon–Thu, 7 AM–5 PM (Fri–Sat–Sun off)
- On Weekend: Mon–Fri, 7 AM–3 PM + Sat/Sun testing (includes flowers in summer).

## **Flex Time:**

- Granted following emergency events requiring over 40 hours in a pay week

## **Clothing Allowance**

- Up to \$400 per year for work-related clothing (amount set annually by Council).

## **Training & Professional Development**

The Town may offer tuition reimbursement for approved job-related courses and training programs to support professional growth and certification.

- Employees may be reimbursed for costs associated with tuition, books, materials, and exam fees, subject to Council approval.

## **Additional opportunities include:**

- Conferences offering Continuing Education Units (CEUs)
- One-day and online training sessions
- Water & Wastewater Operator Certification Exam Review
- Customized onsite training
- Utility Management Certification
- License renewal support