Cordry-Sweetwater Conservancy District

8377 CORDRY DRIVE NINEVEH, IN 46164
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Maintenance Supervisor
Job Description

Job Summary:

The Maintenance Supervisor is responsible for general maintenance of water utilities, roads, lakes, and park properties of the Cordry-Sweetwater Conservancy District (CSCD). Required duties and skills are indicated below. This is for full-time at will employment with benefits described in the employee handbook. Basic duties include: preparing work schedules for the grounds crew, supervising the grounds crew in accomplishing tasks, ensuring maintenance of equipment, keeping inventor of equipment, ensuring a safe work environment, snow removal, installation of new water hook-ups, replacing/repairing water lines, collecting water samples, maintain the water towers and pump station, and maintenance of the beach and park properties. Works under the general supervision of the *CSCD Director's*. This job requires frequent contact with the public, either by telephone, or in person and requires courteous customer service.

Primary Objectives/Responsibilities:

1. Responsible for installation of culverts, grading, ditching, seals cracks, maintaining guard rails and signs, and any other required maintenance. Installs and replaces riprap on shorelines of park property and other specified maintenance for control of erosion.

2. Responsible for maintaining inventory. Responsible for maintaining a good relationship with all suppliers and to ask for at least annual pricing from all suppliers.

3. Snow removal and spreading sand on roads. Removal of trash and debris from roads, park areas, and the lake. Develops and schedules an on-call plan for emergencies and snow removal for after-hours call. Monitors weather conditions to determine necessary after hour help.

4. Maintains the lake, dams, spillways, beach area, parking lots, boat ramps, marinas, park property, baseball diamond, basketball court, and compost area. Mowing of main and side roads/drives, dams, baseball diamond, beach area, and park area.

5. Maintains CSCD equipment/vehicles/boats in good operational condition; performing general maintenance and repairs as necessary.

6. Installation of water hook-ups for new freeholders in CSCD watered serviced area. Detect, report, and repair water leaks; replace and repair water meter pits. Perform required tests on water meters. Perform maintenance, repairs, and replacement on all CSCD owned water lines as

needed. Service, repair, and maintain water towers and pump station. Perform monthly water reading and rereads for billing purposes.

7. Takes water samples from various collection sites and submits to water testing labs. Collects testing reports from the lab.

8. Complete all assigned work orders. Create work orders as needed.

9. Responsible for an inspection program on all CSCD assets including ramps and docks.

10. Attends monthly water commission meetings. Presents the maintenance report/reviews, and any issues to the proper commission and to the *CSCD Director's* and the Board.

Job Qualifications:

1. Must be knowledgeable in road maintenance and repair.

2. Must be knowledgeable and have prior experience in water system operation and maintenance.

3. Supervisor experience of at least 2 years, preferred.

4. Must be a certified water operator. Will be required to complete the training and classes in order to continue being certified

5. Must have good communications skills, both verbal and written.

6. Must be at least 18 years of age and have a high school diploma or equivalent. Must have and maintain a valid driver's license; must have or obtain a commercial driver's license equal to the equipment owned by the CSCD.

7. Must pass a drug screening test.

Physical Demands Requirements:

1. Must be able to sit and stand for long periods; must be able to lift and carry 75 pounds.

2. Must be in good health, have agile use of appendages, and vision free from color blindness.

Working Conditions:

1. Will be required to work an established schedule to provide quality service to the CSCD. Exceptions to the schedule will be made in the event of sickness or recognized emergencies by the *CSCD Director's.*

2. The position requires being on call 24 hours a day 7 days a week for specified periods of time, or as emergency situations and weather dictate.

3. May be exposed to a variety of elements such as: weather conditions, gas, oil, other environmental conditions, and etc...

Obligation of Employment:

The employee agrees to perform faithfully all duties assigned to the best of their ability and to adhere strictly at all times to the rules and regulations of the CSCD. The employee further agrees to devote full time attention during working hours to the business of the CSCD. **The employee further understands that the employment is "at will" and either party with or without notice may terminate employment at any time.**

Employee Acceptance:

_____ Date_____
(*signature)*

Approved by: Cordy-Sweetwater Conservancy District

_____ Date_____
CSCD Management