



DATE: May 4, 2017

RE: Job Posting – Operations Manager

This is to advise that the Sanitary District is seeking an Operations Manager. The position entails a wide variety of duties in the areas of management, science, engineering, regulations, project management, and utility operations, including: wastewater collection systems, wastewater treatment facility, pretreatment, storm water, watershed management, water systems, laboratory testing, refuse pickup, recycling, land development, permitting, budgeting, planning, project management and report writing.

A Bachelor of Science Degree in Civil, Chemical, Environmental Engineering, or Geology or other related natural science related science is required, and a P.E. or L.P.G. License with the State of Indiana and Project Management Professional (PMP) credentials are preferred. A valid driver's license is required.

Application packets can be obtained at the Sanitary District's Administrative Office located at 1100 E. Eight Street, Michigan City or at <http://www.mcsan.org/OperationsManager-packet.pdf>.

Please attach your resume to your application. Completed applications will be accepted at the Sanitary District Administration Office located at 1100 E. Eighth Street, Michigan City, IN, 46360, Monday through Friday, from 7:00 am to 3:30 pm. Application deadline: 3:30 pm, May 19, 2017.



SANITARY DISTRICT OF MICHIGAN CITY, INDIANA
APPLICATION FOR EMPLOYMENT
 An Equal Opportunity Employer

We do not discriminate on the basis of race, color, religion, national origin, sex, age or disability. It is our intention that all qualified applicants be given equal opportunity and that selection decision be based on job-related factors. This application for employment will remain active for a limited time. Ask organizational representative for details.

Answer each question fully and accurately. No action can be taken on this Application until you have answered all questions. Use blank paper if you do not have enough room on this Application. PLEASE PRINT, except for signature on back of Application. In reading and answering the following questions, be aware that none of the questions are intended to imply illegal preferences or discrimination based upon non-job related information.

Job Applied For: Operations Manager Today's Date: _____

Are you seeking: Full-Time Part-Time Temporary/Seasonal employment? Start Date: _____

Last Name _____ First Name _____ Middle Name _____ Telephone Number _____

Present Street Address _____ City _____ State _____ Zip _____

Are you 18 years of age or older? (If you are hired, you may be required to submit proof of age.) Yes No
 If hired, can you furnish proof you are eligible to work in the U.S.? Yes No

Social Security Number (optional) _____

Have you ever applied here before? Yes No If yes, when? _____
 Were you ever employed here? Yes No If yes, when? _____

Have you ever been convicted of any law violation (except a minor traffic violation)? Yes No
 If yes, give details _____
(A "yes" answer does not automatically disqualify you from employment, since the nature of the offense; date and job for which you are applying are also considered)

Are you now or do you expect to be engaged in any other business or employment? Yes No
 If yes, please explain _____

For Driving Jobs ONLY: Do you have a valid driver's license? Yes No
 Driver's License Number: _____ Class of License _____

Have you had your Driver's License suspended or revoked in the last three (3) years? Yes No
 If yes, give details _____

List professional, trade, business or civic activities and offices held. (Exclude labor organizations and memberships that reveal race, color, religion, national origin, sex, age, or other protected status). _____

List Name and Address of Schools	No. of Years Completed	Diploma/Degree/Certificate	Subjects Studied
High School or GED: _____			
College or University: _____			
Vocational or Technical: _____			
What skills or additional training do you have that relate to the job for which you are applying: _____			
What machines or equipment can you operate that relate to the job for which you are applying: _____			

List names of employers with present employer listed first. Account for all periods of time including military service and unemployment. If self-employed, give firm name and supply business references. Note: A job offer may be contingent upon acceptable references from current and former employers.

NAME OF EMPLOYER		JOB TITLE AND DUTIES
ADDRESS		DATES OF EMPLOYMENT From: _____ To: _____
CITY, STATE, ZIP		PAY Start: \$ _____ Final: \$ _____
SUPERVISOR	TELEPHONE	REASON FOR LEAVING

NAME OF EMPLOYER		JOB TITLE AND DUTIES
ADDRESS		DATES OF EMPLOYMENT From: _____ To: _____
CITY, STATE, ZIP		PAY Start: \$ _____ Final: \$ _____
SUPERVISOR	TELEPHONE	REASON FOR LEAVING

NAME OF EMPLOYER		JOB TITLE AND DUTIES
ADDRESS		DATES OF EMPLOYMENT From: _____ To: _____
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SUPERVISOR	TELEPHONE	REASON FOR LEAVING

NAME OF EMPLOYER		JOB TITLE AND DUTIES
ADDRESS		DATES OF EMPLOYMENT From: _____ To: _____
CITY, STATE, ZIP		PAY Start: \$ _____ Final: \$ _____
SUPERVISOR	TELEPHONE	REASON FOR LEAVING

Have you worked or attended school under any other name:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, give details. _____		
Are you presently employed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, whom should we contact? _____		
Have you ever been fired from a job or asked to resign?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please explain. _____		
List three references, not relatives or former employers:		
Name:	Address	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please Read Each Statement Carefully Before Signing

I certify that all information provided in this employment Application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered later. I also understand that the employer may request an investigative consumer report from a consumer-reporting agency. This report may include information as to my character, reputation, personal characteristics and mode of living obtained from interviews with neighbors, friends, former employers, schools and others. I understand I have a right to make a written request within a reasonable time for the disclosure of the name and address of the consumer-reporting agency so that I may obtain a complete disclosure of the nature and scope of the investigation.

I authorize the investigation of any or all statements contained in this Application. I also authorize whether listed or not, any person, school, current employer, past employer and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements. I understand that if I am extended an offer of employment it may be conditioned upon my successfully passing a pre-employment physical examination. I consent to the release of any or all medical information as may be deemed necessary to judge my capability to do the work for which I am applying. I understand I may be required to successfully pass a drug screening examination. I hereby consent to a pre- and/or post-employment drug screen as a condition of employment, if required. I understand that this Application or subsequent employment does not create a contract of employment nor guarantee employment for any definite period. If employed, I understand I have been hired at the will of the employer and my employment may be terminated at any time, with or without cause and with or without notice. I have read, understand and by my signature consent to these statements.

Signature: _____ Date: _____



MICHIGAN CITY SANITARY DISTRICT

JOB DESCRIPTION

JOB TITLE: Operations Manager

GENERAL DESCRIPTION

This job entails a wide variety of duties in the areas of management, science, engineering, regulations, project management, and utility operations, including: wastewater collection systems, wastewater treatment facility, pretreatment, storm water, watershed management, water systems, laboratory testing, refuse pickup, recycling, land development, permitting, budgeting, planning, project management and report writing.

SUPERVISION RECEIVED AND EXERCISED

This position receives direct supervision from the General Manager. The position is responsible for the day to day operations of the District's Refuse and Water Reclamation Departments. The duties of this job will involve supervision of all District personnel as the supervision relates to day to day operations of the District, including training, planning, and developmental services.

DUTIES

Administrative:

- Ensure that all day to day operations of the District are being implemented and conducted in accordance with all applicable rules and regulations and that customer satisfaction (both internal and external) meets or exceeds the standards established by the Board and the General Manager.
- Represent the District and coordinate activities with other City departments, external agencies, and private entities.
- Assist the General Manager on assigned projects.

- Prepare and/or review Engineering reports, Study reports, memos, staff reports, standard operating procedures, and communications.
- Coordinate the MS4 and Watershed Program activities.
- Prepare, review and/or issue RFQs, RFBs., RFPs, Notices to Proceed, Contracts, Change Orders and other such project documentation for a wide variety of projects or equipment purchases for the District.
- Assist with the administration of the NPDES Permit, Pretreatment, FOG, and Land Application Programs.
- Supervise assigned staff.

Project Management, Engineering, and Research:

- Fully manage a wide variety of Projects.
- Coordinate and review in-house engineering design activities.
- Assist with quality assurance and quality control activities for engineering projects.
- Provide engineering and/or research guidance and direction to consultants.
- Provide oversight on construction activities including on-site construction observation.
- Provide assistance to the Pretreatment Program.
- Provide assistance to the District's Laboratory.
- Provide analysis and evaluation of the WWTF and sewer collection system operations.

Financial:

- Prepare estimates of probable cost for design and construction projects.
- Assist with the submission of grant and financing applications and reports for engineering projects and other District activities.
- Monitor contracts for financial compliance.
- Prepare required financial reporting on engineering projects to funding agencies.
- Assist in preparation of the annual budget and capital improvement program.

Planning:

- Prepare and/or provide oversight in the development and implementation planning projects for the District, including projects such as: collection system master plans, treatment facility master plans, facilities master plans, rate studies, cost of service studies, pretreatment program studies.
- Coordinate activities with the City Planner, City Code Enforcement, Redevelopment Commission, NIRPC, IDNR, IDEM, ACOE, and other local and regional planning organizations.

Project & Program Management:

- Policies and practices of modern project and program management are required for this position. This position will interface with designers, contractors, regulators and other local, state and federal agencies.

EDUCATION, EXPERIENCE, KNOWLEDGE, AND ABILITIES

The following education, knowledge, and experience requirements and preferences will qualify the candidate for this position:

Education and Licenses

The following education and license requirements and preferences apply:

- B.S. degree in Civil, Chemical, or Environmental Engineering, or related Engineer discipline or a B.S. degree in Geology or other related natural science related science is required.
- P.E. License with the State of Indiana preferred, but not required.
- L.P.G. License with State of Indiana preferred, but not required.
- Project Management Professional (PMP) credentials are preferred, but not required.
- Valid driver's license and a driving record acceptable for insurability, is required.

Knowledge

This position requires the Knowledge of:

- Principles and practices of civil engineering.
- Principles and practices of environmental engineering.
- Principles and practices of survey and mapping.
- Principles and practices of hydrology, chemistry, geology, and hydrogeology.
- Principles and practices of Project and Program Management.
- Principles and practices of wastewater and water resources planning including master plans, collection systems, wastewater treatment systems, water reclamation and recycled water systems.
- Environmental permitting activities.
- Environmental regulatory systems such as NPDES, Pretreatment, Capacity Management Operation and Maintenance (CMOM), Sewer System Management Plans (SSMP).
- Principles and practices of land development, development review and land entitlement practice as related to wastewater and water systems.

- Principles and practices of budget development and development of a capital improvement programs.
- Information systems including office automation, Computer Aided Design & Drafting (CADD), GIS, hydraulic modeling, scheduling, and project
- Indiana Public Contract Code.

Experience

This position requires the following experience:

- At least ten (10) years of Civil Engineering experience or Professional Geology Experience or other related natural science professional experience, with emphasis in environmental, water, wastewater, storm water, municipal, landfilling, and/or reclaimed water systems.
- At least five (5) years of supervisor experience.
- At least five (5) years of project management experience.

Abilities

This position requires the ability to:

- Manage a wide variety of staff.
- Establish and maintain effective working relationships with peers and external contacts.
- Effective communicator in speech and writing.
- Implement innovative initiatives and ensure that new programs, systems, and developments are supported.
- Implement teamwork and the development of staff.
- Perform complex professional and analytical work.
- Possess personal traits of confidence, thinking independently, being decisive; organized and proactive and in problem solving.
- Ability to affect and lead organizational change through innovation and vision.

SPECIAL REQUIREMENTS

- Ability to sit, twist, lean, operate a keyboard, lift files and reports from desktops or file drawers and be able to interface and meet with staff throughout the District campus.
- Ability to perform field work, including construction site visits.
- Advanced skill in use of office equipment, and advanced use of computer software: including engineering models; scheduling; GIS, and Computer Aided Design (CADD) software.
- Successfully pass a physical examination including drug and alcohol screening.

SPECIAL WORKING CONDITIONS

Persons in this position require moderate physical activity and long periods in a seated position working in front of a computer terminal. The position may also include frequent disagreeable working conditions such as noise, fumes, odor and hazardous chemicals located near the work site. The person in this position must have the ability to effectively communicate and interface with all staff throughout the Sanitary District and the City of Michigan City. There will be as needed field site visits, including construction sites.