



POSITION ANNOUNCEMENT

WATER/SEWER SUPERVISOR

The Village of Wilmette is seeking to fill the Water/Sewer Supervisor position in the Public Works Department. This position reports to the Water/Sewer Superintendent.

General Responsibilities:

The individual in this position will be responsible for the supervision, management and general activities of the Water and Sewer Division, including maintenance and repairs to the water distribution and sewer systems. This position is also responsible for managing various contracts and contractors performing work duties related to the water distribution and sewer systems. Duties will include preparation of daily work assignments for all Water/Sewer Division employees and monitoring/evaluation of employee work performance and adherence to all Village rules, policies and safety regulations.

Position Requirements:

The successful candidate will be a high school graduate (Bachelor's degree preferred) with at least five years of experience in the construction, maintenance and repair of water distribution and sewer systems, and at least two years of supervisory experience. The successful candidate should also have considerable knowledge of the methods used for excavating, tunneling, shoring, breaking asphalt/concrete, confined space entry, cutting of mains and pipes, backfilling, hauling etc. Must possess the ability to read and understand utility atlases, blueprints and plans.

Essential position requirements include excellent communication and organizational skills, be detail oriented, possess the ability to handle multiple and simultaneous projects as well as have the ability to develop positive working relationships with co-workers. Ideal candidates should be proficient in Windows XP, Microsoft Office Suite (2010) and the ability to learn the Village's Enterprise Resource Planning (ERP) system – MUNIS. **Must have a Public Water Supply Operator's License class C (class A preferred)** and a valid State of Illinois Commercial Driver's License (CDL) class B with both air brake and tanker endorsements.

Starting Salary:

The salary range for this position is \$72,352 - \$95,320 with starting salary DOQ. The Village provides an excellent benefits package, including health insurance, dental and vision insurance, and participation in IMRF.

Selection Process:

Candidate should be prepared to take a physical evaluation, including a drug and alcohol screening and undergo a thorough background investigation. Interested candidates should complete an employment application which may be downloaded from the Village's website, www.wilmette.com and submit it along with a cover letter to the Village Manager's Office, Attn: Human Resources 1200 Wilmette Avenue, Wilmette, IL 60091 or sent via email to HumanResources@wilmette.com.

The position will remain open until filled.

The Village of Wilmette is an EOE employer
