



Phone: (269) 756-9221

Fax: (269) 756-3031

**Village of Three Oaks  
Deputy Water & Sewer Superintendent**

Compensation: DOQ  
Benefits Offered: Life, Medical, Dental, Simple IRA (with match)  
Employment Type: Full-Time

**The Village of Three Oaks** is seeking a full-time **Deputy Water & Sewer Superintendent** to work for the Village of Three Oaks Water & Sewer Department.

This position is responsible for hands on technical and supervisory work in the operation and maintenance of the Village's drinking water treatment plant, groundwater pump stations, water storage tanks, and wastewater treatment lagoons. Individual works under the general supervision of the Water & Sewer Superintendent.

Minimum qualifications include High School graduate. Three to five years relevant experience, one of which must be in a supervisory capacity is preferred. Possession of a Michigan lagoon operator license and at least one entry level water operator license or the ability to obtain licenses within 18 months of hire date. Possession of a valid Michigan vehicle operator's license.

Selected individual may have an advancement opportunity to Water & Sewer Superintendent upon it becoming vacant.

Send resume, cover letter, and copy of licenses (if applicable) to the Village of Three Oaks:

21 N. Elm St.  
ATTN: Mike Greene  
PO Box 335  
Three Oaks, MI 49128

OR by email:

[villagemgr@threeoaksvillage.org](mailto:villagemgr@threeoaksvillage.org)

**The Village of Three Oaks is an equal opportunity employer.**



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**Village of Three Oaks  
Deputy Water & Sewer Superintendent  
Job Description**

**Nature of the Work**

- To operate, monitor, maintain, and trouble-shoot the water and wastewater treatment facility and its processes.
- Work involves responsibility for the technical aspects of plant operations, compliance with state and federal operating regulations, and operations and maintenance of the underground water distribution and collection systems and sewer system. Work is performed with considerable independence under the direction of the Superintendent, subject to review through reports and results achieved.

**Essential Duties and Responsibilities**

- Perform all aspects of sampling, monitoring and testing required to maintain compliance with Federal State and Local regulations governing the water and wastewater treatment process, and storm water and sludge management.
- Assist with the installation and inspection of new water and sewer lines and services.
- Perform and/or supervise the installation, maintenance and repair of the physical plant, wells, pump stations and all their components.
- During the Superintendents absence, act as the Department's representative to the public.
- Assist in the performance of regular and unscheduled maintenance and repairs on all plant equipment and machinery.
- On call to respond to emergencies and breakdowns.
- Conduct the necessary weekend and holiday checks of the treatment systems on a rotating basis.
- Perform all work in conformance to Occupational Safety and Health Act regulations.
- Maintain open communications with the Superintendent regarding the treatment process, ground water wells, and pump stations operation and malfunctions, as well as make recommendations for repairs and improvements to these systems.
- Other duties as assigned.

**Work Requirements**

- Be able to perform and document various tests required by State and Federal agencies for the operation of a water and wastewater treatment plant.
- Perform daily checks of the wastewater treatment process and periodic checks of pump stations.
- Have a working knowledge of the operation, methods and procedures of a water and wastewater treatment plant.
- Have a working knowledge of the machinery used for water and wastewater treatment, and pumping stations.
- Have a thorough knowledge of mechanical equipment and the ability to diagnose and correct equipment malfunction.
- Have a working knowledge of basic machinery preventive maintenance and repair.
- Have a basic knowledge of State and Federal rules governing wastewater discharges and worker's safety.
- Have the ability to work with independence and to make routine decisions on the operation of the plant processes and equipment during the Superintendent's absence.



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#### **Training and Experience Required**

- Hold a high school diploma and have adequate experience in operating a water and/or wastewater treatment facility.

#### **Necessary Special Requirements**

- Must possess a Michigan Lagoon Operator's Grade L-1 license.
- Must possess a Michigan Water Treatment Plant Drinking Water Limited Treatment Grade D-3 and Distribution System Grand S-3 is preferred.
- Maintain a Michigan Class C Driver's license.

#### **Physical Requirements**

- Have the ability to descend and climb a maximum of 30 rungs to access system pump stations.
- Have the ability to lift 50 pounds.
- Have adequate respiratory function to utilize a Self-Contained Breathing Apparatus.
- Have the ability to detect and differentiate colors.