

ALLENDALE TOWNSHIP WATER AND SEWER

SUPERINTENDENT'S JOB DESCRIPTION

The Superintendent of water and sewer is responsible for overseeing the operation and maintenance of the 1.5 MGD water distribution system, the sewage collection system, the 1.3 MGD sewage treatment plant, and the water and sewer office. Other key responsibilities include preparing the annual budget for the water and sewer department, creating the annual report, and making presentations and expenditure requests to the Allendale Township Board.

The position also requires skills in hiring new employees, evaluating job performances, discipline, and department performance. Another important facet of the job is the ability to analyze and adjust water and sewer rates and connection fees, and to assist office personnel in handling customer issues and accounts.

Allendale is a fast-growing Township. The Superintendent will be working with the Township Board of Trustees, Engineers and Developers to plan for future growth. This includes infrastructure leading to new developments, future upgrades to the waste water treatment facility and master planning for the Township's water and sewer system.

Qualified candidates can fill out an application on the Allendale Charter Township website, www.allendale-twp.org , and return it with a cover letter and resume' via mail or email to:

Adam Elenbaas
Supervisor, Allendale Charter Township
6676 Lake Michigan Dr
PO Box 539
Allendale, MI 49401-0539
supervisor@allendale-twp.org