

## **Village of Clay City – Utility Superintendent**

The Village of Clay City is seeking an individual for the full time position of Utility Superintendent. This position will ultimately be responsible for the Village fresh water distribution system, waste water system, gas system and streets as well as the routine daily activities including customer services, meter readings, IEPA routine sampling meter installation and repair, JULIE locates, management of utility employees and other various system maintenance items and/or any tasks assigned by the Mayor of Clay City.

Candidate must be a high school graduate or GED and hold a valid driver's license. Candidate must hold or willing to obtain (within a specified timeframe) Class C water and Class 3 wastewater licenses. Candidate must be a self-starter, hardworking, dependable and should have the ability to complete all required tasks with little or no supervision after the training is complete. Candidate with mechanical and equipment maintenance skills preferred. Candidate must be available to work occasional nights, weekends, and holidays and provide 24 hour emergency on call service. Physical requirements include, but are not limited to, bending, stooping, lifting, kneeling, and climbing into areas below ground level. Computer skills are required. The Village shall reserve the right to waive any and all qualifications as listed for the successful candidate and also has the right to refuse any applicant.

This position includes IMRF Retirement System, all paid Holidays, Sick, Personal and Vacation Time. 100% paid Dental, Vision, Health Insurance with Deductible and Co-pays paid by the Village. Wages shall be based on experience and qualifications.

Candidate shall submit their Cover Letter, resume with three letters of reference, along with 5 years previous work experience which should address how their qualifications match the required training and work requested by this position. Resume and references are to be submitted to the Clay City Village Hall- Attention Personnel Committee-PO Box 522, Clay City IL 62824 or delivered to Village Hall at 318 S Walnut St SE, Clay City IL 62824 between 8am-4pm. Resumes will be accepted until Friday September 6, 2024.