

EMPLOYMENT OPPORTUNITY

CITY OF GREENDALE, INDIANA

UTILITY DIRECTOR

Full-Time • Salaried / Exempt • Reports to the Mayor

The City of Greendale, Indiana is accepting applications for the position of Utility Director. This is a senior management position responsible for the operation, maintenance, and long-range planning of the City's municipal electric, water, and sewer utilities.

THE POSITION

Under the general direction of the Mayor, the Utility Director manages the daily operations of the Electric, Water, and Sewer Departments and supervises all utility field and office personnel. Principal responsibilities include:

- Directing and scheduling the work of all utility crews and administering departmental timekeeping.
- Planning and overseeing preventive maintenance programs across all utility divisions.
- Evaluating, prioritizing, and financing capital projects for utility expansion, maintenance, and repair, and reporting on those projects to the Board of Public Works and Safety.
- Preparing and administering the annual utility budget and purchasing materials and equipment for the department.
- Ensuring compliance with Greendale Utility Construction Standards, OSHA regulations, and the APPA Safety Manual.
- Completing and submitting the annual Water Audit and Consumer Confidence Report to the State of Indiana.
- Serving as the point of contact for dispatching crews during emergency call-outs.
- Representing the Utility Department with developers, contractors, regulatory agencies, and other governmental entities.

MINIMUM QUALIFICATIONS

- High school diploma or equivalent.
- Seven (7) to ten (10) years of experience in electrical transmission and distribution construction and maintenance, including troubleshooting residential, commercial, and industrial services and electrical substations, and installing and maintaining electric metering equipment.
- Five (5) years of management or supervisory experience directing utility crews.
- Working knowledge of water and wastewater system operations and maintenance.
- Strong communication skills and the ability to make sound decisions under emergency conditions.
- Ability to obtain OSHA 30 certification within 90 days of employment.
- Valid Indiana driver's license, or ability to obtain one upon hire.

CONDITIONS OF EMPLOYMENT

The position is subject to emergency call-out outside of normal business hours and to pre-employment and ongoing drug and alcohol testing. Work is performed both indoors and outdoors in varying weather conditions and requires the physical capability to perform the essential functions of the position, including lifting up to ninety (90) pounds. A complete position description is available upon request.

COMPENSATION

Salary is commensurate with experience and qualifications. The City of Greendale offers a comprehensive benefits package including health insurance, participation in the Indiana Public Retirement System (INPRS), paid holidays, and paid vacation and sick leave.

HOW TO APPLY

Interested candidates should submit a letter of interest, a current resume, and three professional references to:

City of Greendale

Attention: Rebecca Lyons, Clerk-Treasurer

500 Ridge Avenue,

Greendale, Indiana 47025

Email: clerktreasurer@cityofgreendale.net | Phone: (812) 537-9219

Applications will be accepted until September 1, 2026 or until the position is filled. Applications may also be obtained at Greendale City Hall during regular business hours.

The City of Greendale is an Equal Opportunity Employer.

The City does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, genetic information, veteran status, or any other characteristic protected by applicable federal, state, or local law. Qualified individuals with disabilities may request reasonable accommodation in the application process.