

RESOLUTION NO. 2021-06

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SPEEDWAY,
INDIANA, AUTHORIZING APPROVAL OF A UTILITIES DIRECTOR POSITION
AND APPOINTMENT**

WHEREAS, the Council of the Town of Speedway, Indiana recognizes the need for adequate management and oversight of its drinking water and wastewater utilities; and

WHEREAS, the Council of the Town of Speedway, Indiana anticipates increasing its investment in utility infrastructure and intends to increase the size and scope of capital projects in coming years; and

WHEREAS, the Town of Speedway, Indiana did not fill the Public Works Director position after it was vacated in 2019; and

WHEREAS, the Council of the Town of Speedway, Indiana would like to provide additional managerial and administrative support to the utilities, without incurring the costs of hiring a full-time employee; and

WHEREAS, Jacob Blasdel, Town of Speedway, Indiana Clerk-Treasurer, served the Town previously in a utility management role when serving as Town Manager; and


WHEREAS, the Council of the Town of Speedway, Indiana desires to have Jacob Blasdel, in addition to his duties as Clerk-Treasurer, serve as the Town's Utility Director:

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Speedway, Indiana, that:

1. Jacob Blasdel be appointed to serve as the Utility Director for the Town of Speedway Water and Wastewater Utilities.
2. The appointed will serve at the pleasure of the Council and can be removed from the position immediately following written notice from the Council President.
3. Compensation for the position, if any, will be established in the annual salary ordinance.

Adopted this 8th day of November 2021.

TOWN COUNCIL OF THE TOWN OF
SPEEDWAY, INDIANA




Vince Noblet, President



Gary L. Raikes, Vice President



David Lindsey, Member



Eileen Fisher, Member

Attest:



Jacob Blasdel, Clerk-Treasurer

Gary Pedigo, Member



UTILITIES DIRECTOR

This job description is intended to present a descriptive list of the range of duties for this position. It is not intended to reflect all duties performed within the job.

GENERAL PUROSE:

The Utilities Director performs a variety of supervisory and administrative work in the planning, construction, operation, repair, maintenance, and replacement of town water and sewer utility facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist the Town Council and Town Manager in providing managerial oversight and leadership to the Town's utilities.
- Perform personnel evaluations of superintendents with Town Manager and establish working annual goals and objectives.
- Assist superintendents and assistant superintendents with project planning, development, and procurement.
- Work alongside Communications Director to ensure regular communication with the public regarding capital projects updates, emergency situations and routine maintenance and other activities that might impact life for the public.
- Track and monitor progress of capital projects relative to the current capital improvement plan (CIP) and asset management plan (AMP).
- Periodically review utility rates and connection fees to ensure utilities have adequate funding to perform essential functions.
- Work with financial advisors and engineers to update and review long-range financial and capital improvement plans.
- Actively assist superintendents with annual operating budget development and monitoring throughout the fiscal year.
- Pursue various funding opportunities through State and Federal organizations to provide capital dollars for system updates and improvements.
- Perform other duties in administration of the town's utilities as requested by the Town Council and Town Manager.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- (A) Bachelor's degree from an accredited four-year college or university with major coursework in engineering, public administration, environmental sciences, business management or a closely related field.
- (B) A master's degree with major coursework in business administration or public administration is preferred.
- (C) Five (5) years of utility work experience relating to the operation, construction, management or financing of utilities.
- (D) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Possess extensive knowledge of public works projects and should be capable of developing positive relationships with regulatory authorities and the public.
- (B) Ability to work effectively with town planners, street commissioner, attorneys, engineers, and other town departments.
- (C) General knowledge of equipment, facilities, materials, methods, procedures, and requirements used in public water treatment and distribution systems, and sewer treatment and collection systems.
- (D) Knowledge of performance management and budgeting best practices.

SPECIAL REQUIREMENTS:

Valid State Driver's license.

WORK ENVIRONMENT:

The work environment is usually what is found in a typical office setting, although also requires site visits and being outdoors in year-round conditions.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee, and it is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: Town Council Resolution 2021-06

Effective Date: 11/9/2021