

# Paullina, Iowa

<http://paullinaiowa.com/superintendent-of-utilities/>

## SUPERINTENDENT OF UTILITIES

### Description

The City of Paullina, IA (pop.1,056) is accepting applications for a Superintendent of Utilities. The successful applicant will report to a five member council and will be responsible for the supervision of five utility employees plus any part time help. The applicant should be knowledgeable in water, sewer and electricity. The individual will be responsible for filing state and federal reports, meter reading, streets, parks, vehicles and equipment. The individual will assist in preparing the annual budget. Computer literacy and basic bookkeeping is a definite plus. Must possess or be able to obtain a valid Iowa C.D.L. Pre-employment drug screening is required. Salary dependent upon qualifications. Resumes will be accepted until November 22, 2017.

### Responsibilities

The successful applicant will report to a five-member council and will be responsible for the supervision of five utility employees plus any part time help.

Will also be responsible for:

- Filing state and federal reports,
- Meter reading,
- Streets,
- Parks,
- Vehicles and equipment.
- Will assist in preparing the annual budget.

### Qualifications

The applicant should be knowledgeable in:

- Water,
- Sewer
- Electricity.
- **Must possess or be able to obtain a valid Iowa C.D.L.**

Computer literacy and basic bookkeeping is a definite plus.

### Contacts

### Employment Type

Full Time

### Job Location

Paullina, IA

October 31, 2017

**City of Paullina Attn: Sandy Fritz  
P.O. Box 239**

**Paullina, IA 51046-0239**

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