Water Superintendent-Administration
Broadview/Westchester Joint Water Agency

ABOUT THE JOINT WATER AGENCY

The Broadview-Westchester Joint Water Agency is one of the groups responsible for bringing water into the homes and businesses in Broadview and Westchester. The water originally comes from Lake Michigan. The City of Chicago Water Department takes the water out of Lake Michigan, treats it to make sure it is safe for drinking, and then pumps the water to all the homes and businesses in the City of Chicago and allows the suburbs in Cook County to take water. That is where the Broadview-Westchester Joint Water Agency takes over. We connect to the City of Chicago system and transmit the water to their 10th Avenue Pump Station. The water travels about 4.2 miles through a 24" pipe. The Agency also provides water to Hines VA Hospital, Loyola University Medical Center and Madden Hospital. The water then continues to flow in the 24" pipe and once the water arrives at the 10th Avenue Pump Station, the water enters three underground storage reservoirs, each with a capacity of 0.5 Million Gallons.

ABOUT THE POSITION

Under general supervision, the Superintendent – Administration will directly assist and support the Board of Directors and the Executive Committee by supervising and performing activities related to the financial, regulatory, and administration of the Broadview-Westchester Joint Water Agency's (the "Agency") water pumping, distribution, treatment, and hydroelectric facilities. The Superintendent – Administration will ensure compliance with environmental laws, manages the Agency's budget, handle human resources, coordinate interaction between the Agency and Agency Directors and the Administration Departments for the Village of Broadview and Village of Westchester.

The Superintendent – Administration will work closely with operational engineers to ensure the facility runs smoothly, safely, and cost-effectively. As applicable to administration, perform all duties set forth in Section 4(f) (Employment and Personnel) of the Intergovernmental Agreement For The Establishment Of The Broadview-Westchester Joint Water Agency And For Water Sale And Purchase Contract.

ESSENTIAL FUNCTIONS AND DUTIES

Essential responsibilities and duties may include, but are not limited to, the following:

Administration:

The Superintendent – Administration shall be the Chief Administrative Officer of the Agency and shall be responsible for the efficient administration and management of the Agency. The duties of the Superintendent shall include, but are not necessarily limited to, the following:

1. Administrative responsibility for the organization, acquisition, construction, operation and maintenance of the water supply system of the Agency.
2. Enforcing the Ordinances and Resolutions of the Agency.
3. Supervising all administrative staff and consultants of the Agency, including the Superintendent - Operations; and hiring (subject to budgetary constraints), firing and disciplining non-managerial, non-supervisory and non-professional personnel.
4. Preparation of agenda for each Board and Committee meeting in advance of the meeting for general distribution and coordination of the same with the Superintendent of Operations.
5. Attending all Board and Committee meetings unless excused therefrom.

6. Attending any Board and Committee meetings at which his or her attendance has been requested.
7. Attending relevant meetings of the Members, if so requested.
8. Recommending policies, plans and procedures for the organization, construction, acquisition, operation and maintenance of the water supply system of the Agency.
9. Purchasing materials and services and approving change orders less than $2,500.00 in value (all other purchases and changes orders shall be approved by the Directors). Purchase orders, invoices or change orders for materials or services shall not be prepared or adjusted to avoid exceeding the $10,000.00 limitation above.
   Per the Purchasing Procedures Policy for Schedule of Water System Regulations, In case of an emergency arising from unforeseen causes which require the immediate purchase of commodities or contractual services, the Superintendent, with separate concurrence/approval from each of the Board of Directors or the Alternate Directors (if the one or both Directors cannot be contacted after reasonable efforts), may secure in the open market at the lowest obtainable price any commodities or contractual services, including those costing $25,000 or more but not to exceed $50,000, without approval by the Board of Directors at a public meeting. Documentation confirming the emergency and supporting the need for immediate purchase action shall be presented to the Board of Directors and Executive Committee within 48 hours following resolution of the emergency.
10. Preparing all checks and maintaining a check register.
11. Preparing a monthly statement of receipts and disbursements.
12. Reconciling bank statements on a regular basis.
13. Preparing an annual budget.
14. Maintaining a central file of all correspondence and other documents and materials pertaining to the affairs of the Agency.
15. Preparing and presenting to the Board and Committee for consideration and approval such administrative rules and procedures, and orders as may be necessary and appropriate.
16. Representing the Agency before conferences, professional associations or relevant public hearings when requested by the Committee to do so.
17. Executing all contracts and other agreements and documents duly authorized to be signed on behalf of the Agency, except such contracts and other agreements and documents as may be required to be signed by the Chairman or some other officer of the Agency.
18. Assigning such duties as may be properly delegated to the Clerk.
19. Assuring compliance with the Open Meetings Act and Freedom of Information Act and forwarding of Board and Committee meeting minutes to the Members.

Customer Service:

1. Perform Customer Service duties as necessary.
2. Respond to and document customer inquiries/complaints about water service, water quality and service installation requests in a timely manner.

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QUALIFICATIONS

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Principles, practices and administration of water pumping, treatment and distribution;
- Federal and State regulations relating to water quality, treatment and distribution;
- Budgeting and project planning, and cost estimation for service installations;
- Safety regulations, programs and safe work practices;
- Dealing tactfully and courteously with customers. Handling customer inquiries and complaints;
- Cooperative working relationships. Teamwork to solve practical problems, and to plan and coordinate workload among a small, close-knit workforce;
- Strong working knowledge of computers using both standard (Microsoft Office) and specialized application software;
- Strong written and oral communication skills;
- Ability to compose routine correspondence and reports; and
- Strong arithmetic and basic mathematics skills.

EXPERIENCE AND TRAINING GUIDELINES: Any combination of training and experience that provides the required knowledge and abilities is qualifying. A typical way to obtain the requisite knowledge and abilities would be:

- High school diploma or GED.
- Community College, technical or other course work relevant for this position is beneficial.
- Three-to-five years of increasingly responsible experience in administration, operation and maintenance of water pumping, treatment and distribution system and facilities.

SPECIAL REQUIREMENTS:

- Must possess a valid Illinois Driver's License, and must maintain a driving record acceptable to the Agency and its insurance carrier. Compliance with this requirement is a condition of continuing employment.
- Class "C" Water Operators License issued by the State of Illinois is highly preferred, but not required and as applicable, must also meet the State's continuing education requirements to maintain certifications.
- Must be able to work evenings and weekends. Must be available to respond to emergencies which affect the Agency, such as power outages, pipeline breaks, high water events and chlorine leaks.
- Must be able to be "fit tested" and use respiratory protection devices or other safety equipment. Must be able to participate in confined space operations.
- Must acquire basic American Red Cross First Aid/CPR certificates during the initial year of employment.

ESSENTIAL PHYSICAL ABILITIES

Persons selected for appointment to this position must pass a pre-employment medical examination and drug screening, which the Agency pays for. The medical examination is intended to evaluate the applicant's ability to meet the physical and health requirements for this classification. A person employed in this position must be able to:

- Sit for extended periods of time;
- Operate a variety of office equipment (computer, copy machine, fax, etc.);
- Operate motor vehicles and other equipment;
- Operate a variety of hand and electric tools;
- Perform a variety of physical activities which may involve reaching, bending, squatting, kneeling, crouching, crawling and climbing, and also manual dexterity;

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- Perform additional physical activities to position or move tools, equipment and supplies which may involve lifting, and pushing or pulling motions;
- Wear a respirator and other personal protective equipment;
- Understand and carry out oral and written directions;
- Communicate well with others, verbally and in writing;
- Work cooperatively and get along well with other people; and
- Investigate and solve complex problems which involve the ability to perform visual inspections, ability to hear normal versus abnormal noises/sounds, ability to view and respond to operational control screens including alarms, and ability to think critically.

HOURS AND COMPENSATION

The annual salary range for this position currently is $120,000. This is a full-time, non-exempt position, with excellent insurance, holiday, and paid time off benefits. Exact compensation may vary based on skills, training, and experience. Regular working hours are 9:00 a.m. to 5:00 p.m., Monday to Friday, with the potential for night and weekend meetings, as needed.

The Joint Water Agency offers a generous benefit package includes:

- Vacation benefits ranging from 2 weeks up to 5 weeks at maximum accrual
- 11 paid holidays
- 12 accrued Long-Term Sick Leave days per year up to a maximum of 240 days
- Employer-sponsored comprehensive medical and dental coverage
- Employer-provided life insurance
- Supplemental life insurance plans
- Health care and dependent care flexible spending account offerings
- Participation in the Illinois Municipal Retirement Fund (IMRF) pension plan.

HOW TO APPLY

If you are an experienced professional with a passion for public service and have the necessary qualifications, we encourage you to apply for this rewarding opportunity to join our team!

Applications are being accepted until December 20, 2026. Interested candidates should submit a cover letter explaining interest in the position and resume via e-mail directly to Nora.Ackerley@administrativeconsultingspecialists.com

Candidates will be contacted directly if they are chosen as an interview candidate for an open position. Applicants for this position who are selected as finalists will be subject to a background screening. Pre-employment process following conditional job offer will include a full background investigation, including but not limited to drug and alcohol screening and physical examination. References will be contacted only following candidate approval.

The Broadview-Westchester Joint Water Agency is an Equal Opportunity Employer and does not discriminate in hiring or employment on the basis of race, color, religion, sex, national origin, age, ancestry, citizenship, marital status, unfavorable discharge from the military, handicap, disability, or any other legally protected status, in accordance with applicable legal standards.