

POSITION DESCRIPTION

Class Title: Assistant Superintendent

Date Completed: 9/11/2015

Functional

Title: Assistant Superintendent – Water/Sewer

Class: 8

Department: Public Works

Job Code: 0072

FLSA Status: NE

Division: Waterworks and Sewerage

Job Title of Immediate Supervisor: Superintendent – Utilities

JOB FUNCTION:

This work involves direct supervisory responsibility for the repair and maintenance of sewer and water systems. Employee receives only general instruction and is expected to organize, lay out, and direct the work of crews, which include foremen, skilled, and unskilled workers. Personal performance on more difficult repair and maintenance jobs may be required.

As coordinator of activities, incumbent exercises initiative and independent judgement. Employee reports to Utilities Superintendent, who reviews work performance through discussion and inspection. Employee must be State certified in installation and maintenance of waterworks and wastewater systems.

ESSENTIAL JOB FUNCTIONS:

1. Assists Superintendent in the direction and supervision of Division; acts as Superintendent when the Superintendent is absent.
2. Draws up job assignments; prioritizes work; directs subordinates in effective use of manpower and materials.
3. Prepares regular and special reports.
4. Adjusts and repairs chlorinators and water wells and treatment plant.
5. Directs service cut-offs and cut-ons.
6. Recommends personnel commendations and disciplinary action.
7. Assigns personnel to projects and tasks.
8. Handles procurement and inventory matters as directed.
9. Operates hydraulic excavator, backhoe, trenching machine, and other equipment.
10. Performs other related duties as assigned.

MINIMUM REQUIRED EDUCATION & EXPERIENCE:

1. A high school diploma or GED equivalent; and
2. Five (5) years experience relating to the above listed essential duties.

MINIMUM REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

1. Thorough knowledge of potable water/wastewater treatment.
2. Thorough knowledge of equipment, facilities, materials, methods and procedures used in public storm drainage systems, street systems.
3. Thorough knowledge of pipe installation, connection and repair.
4. Thorough knowledge of road construction and maintenance.
5. Thorough knowledge of maintenance of buildings and grounds.
6. Skill in the operation of a personal computer, including word processing, spread sheet, and database; motor vehicle, phone, and fax machine.
7. Ability to guide, direct and motivate employees.
8. Ability to operate and maintain various equipment used such as backhoe, dump trucks and sewer cleaners.
9. Ability to organize and supervise the activities of various crews performing construction and maintenance work.
10. Ability to communicate effectively, verbally and in writing.
11. Ability to establish and maintain effective working relationships with employees, other departments and the public.

SPECIAL REQUIREMENTS:

1. Must possess a valid State driver's license and CDL certification, or ability to obtain one prior to employment with Hazmat endorsement.
2. At least Class III certification water & sewer or the ability to obtain certification within one (1) year of employment.

ESSENTIAL MENTAL & PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms.
2. The employee frequently is required to stand and talk or hear.
3. The employee is occasionally required to walk, sit, climb or balance, stoop, kneel, crouch, or crawl, and smell.
4. The employee must occasionally lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds.
5. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Work is performed in office settings, outdoors, and in a vehicle.
2. While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions. The employee frequently exposed to wet, hot and/or humid conditions.
3. The noise level in the work environment is usually loud.

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 employee agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

APPROVALS:



DEPARTMENT DIRECTOR



HUMAN RESOURCES DIRECTOR

POSITION APPROVED BY ORDINANCE NO. 93-7 ON 5-13-93.