

THE YORK WATER COMPANY  
Job Description

JOB TITLE: Assistant Construction Superintendent

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EXEMPT: Yes

DIVISION: G & A

DEPARTMENT: Engineering

LOCATION: Distribution Center and other  
company facilities as required

REPORTS TO: Construction Superintendent

PREPARED BY: Human Resources

DATE: November 2023

APPROVED BY: COO

DATE: November 2023

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**SUMMARY:** With the guidance of the Construction Superintendent, manage all aspects of construction projects for the Company's water distribution systems, sanitary sewer collection systems, and other facilities as assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Administer contracts with construction firms, primarily for water and sewer main installation projects.
2. Review and manage active construction projects to ensure that specifications, plans, procedures, and permits are being followed.
3. Ensure newly installed mains are properly tested.
4. Ensure that the Company meets all water quality requirements, specifications, standards, and regulations pertaining to water main construction.
5. Prepare construction cost estimates.
6. Oversee / prepare construction drawings and permit applications for projects.
7. Coordinate requisition and delivery of materials for construction projects.
8. Promote and see that Company safety program is properly implemented on all construction projects. Verify that contractors are responsible for the safety of their personnel.
9. Ensure that accurate data is collected and incorporated into the Company's information systems for all completed projects.

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10. Coordinate with accounting personnel to ensure that accurate financial records are maintained for construction projects.
11. Supervise assigned construction department personnel.
12. Be available and participate in the 24-hour on-call rotation in accordance with assigned rotation.
13. Remain knowledgeable and current on any changing requirements, regulations, industry trends, and emerging technologies to improve company and department performance.
14. Consistently demonstrate positive and professional behavior with all individuals contacted on behalf of the Company including customers and employees.

**SUPERVISORY RESPONSIBILITIES:**

- Directly supervises employees on the construction team.
- Conduct supervisory responsibilities following the organization's policies and applicable laws.
- Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; mentoring, rewarding and disciplining employees; addressing complaints and resolving problems.

**QUALIFICATION REQUIREMENTS:**

**EDUCATION and/or EXPERIENCE:**

- Associate degree in a related, relevant field.
- At least 5 years of utility construction experience.
- Experience in the various aspects of construction management (inspection, contract administration, bidding, contract document preparation) is highly desirable.
- Experience in the design, construction, operation, and/or maintenance of other water and wastewater facilities is also desirable.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

- Must possess a valid PA driver's license.
- Pennsylvania Class E Wate and Wastewater System Operator's license is highly desirable.
- Ability to obtain a PA Class E Water System Operator's license within one year of hire.

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**OTHER SKILLS AND ABILITIES:**

- Ability to interpret documents such as safety rules, drawings, specifications, operating and maintenance instructions, procedure manuals, general business communications and government regulations.
- Strong communications skills, both written and verbal.
- Strong customer service skills when dealing with contractors and the general public as needed.
- Ability to calculate figures and amounts such as percentages, circumference, and volume.
- Strong critical thinking and problem-solving skills.
- Proficient use of standard office equipment.
- Proficient use of Microsoft Office Suite.
- Familiarity with CAD, GPS equipment, and GIS software is highly desirable.

**PHYSICAL DEMANDS:**

- The employee must be able to work under stress and work additional hours to meet deadlines and/or meet the requirements of the position during emergency situations.
- Ability to sit, stand, stoop, kneel, crouch, climb, walk, and bend.
- Ability to see, talk, hear, and actively listen.
- Ability to reach with arms and hands.
- Dexterity of fingers and hands to use tools and equipment.
- Ability to regularly lift up to 50 pounds.
- Ability to drive a company vehicle to and from company facilities.
- Ability to ascend and descend stairs.
- Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.
- Prolonged periods seated at a desk working on a computer.
- Ability to wear personal protective equipment (PPE) including gloves, hard hats, safety glasses, and other PPE as required.

**WORK ENVIRONMENT:**

- While performing the duties of this job, the employee frequently works in outside weather conditions.
- The employee occasionally works near moving mechanical parts and heavy equipment.
- The noise level in the work environment is usually moderate to loud and varies between worksites.

**THIS IS A SAFETY-SENSITIVE POSITION AND WOULD REQUIRE COMPLIANCE WITH ALL APPLICABLE SAFETY GUIDELINES AND REGULATIONS.**

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