

THE YORK WATER COMPANY
Job Description

JOB TITLE: Assistant Distribution Superintendent

EXEMPT: Yes

DIVISION: G & A

DEPARTMENT: Distribution

LOCATION: Distribution Center

REPORTS TO: Distribution Superintendent

PREPARED BY: Human Resources

DATE: August 2023

APPROVED BY: COO

DATE: August 2023

SUMMARY: Responsible for the day-to-day operations and scheduling of the Distribution Department personnel and equipment under the Superintendent's guidance.

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

1. Supervise and schedule the Distribution Department personnel and crews.
2. Perform all duties of the Superintendent in his absence.
3. Requisition materials and supplies as needed.
4. Schedule vehicle and equipment maintenance as required.
5. Investigate unusual customer complaints or orders.
6. Review all miscellaneous work orders filled out by the employees under his supervision as to accuracy and completeness.
7. Maintain necessary records for the efficient operation of the Department.
8. Be available for 24-hour call-out as assigned.
9. Train new employees in conjunction with the Distribution Superintendent.
10. Promote and enforce the safety programs in conjunction with the Distribution Superintendent.

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11. Be available during emergencies to perform duties as outlined in the Company emergency procedures and as specifically assigned.

12. Capable of initiating street cut permit procedures for all municipalities within the Company's chartered area.

13. Consistently demonstrate positive and professional behavior with all individuals contacted on behalf of the Company including employees.

SUPERVISORY RESPONSIBILITIES:

- Directly supervises Distribution department assigned employees, both G&A and unionized labor forces.
- Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; mentoring, appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Must be familiar with the current union contract in order to effectively supervise within the confines of the contract.

QUALIFICATION REQUIREMENTS:

EDUCATION and/or EXPERIENCE:

- Associate's degree (A.A.) or equivalent from two-year college or technical school
- Minimum of five years of related experience
- Minimum of 2 years supervisory experience; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Possess a valid PA driver's license.
- Obtain the State Board of Certification of Water & Wastewater Operator, Class E Certification (through D.E.P.) within two years of hire.

OTHER SKILLS:

- Strong comprehension skills to understand and interpret safety rules, emergency procedures, standard operating procedures, etc.
- Strong communication skills, both oral and written in order to communicate with a variety of stakeholders (customers, contractors, municipal officials, managers and employees)
- Strong problem-solving and critical thinking skills.
- Proficient use of Microsoft Office Suite.
- Proficient use of standard office equipment.

- Proficient use of and strong competence with all tools and equipment used by the distribution street crews in order to effectively train employees.

PHYSICAL REQUIREMENTS:

- Required to sit for extended periods of time.
- Required to sit, stand, and walk; regularly required to stoop, bend, kneel, crouch, and ascend and descend stairs and ladders.
- Required to reach with hands and arms and push items overhead.
- Regularly lift/move up to 50 lbs.
- Required to drive a company-assigned vehicle.
- Required to talk, hear and see. Vision requirements for this position include close vision, distance vision, peripheral vision, depth perception, ability to adjust focus and ability to differentiate between colors.
- Dexterity is mandatory as this job requires frequent use of hands and fingers, including keystrokes on computer keyboard and calculator.
- The employee must regularly be able to work under stress and work additional hours to meet reporting deadlines.
- 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 regularly works in outside weather conditions.
- The employee occasionally works near moving mechanical parts and heavy equipment.
- The employee regularly works in an office environment when not visiting job sites.
- The noise level in the work environment is occasionally loud.

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