

THE YORK WATER COMPANY
Job Description

JOB TITLE: Assistant Filter Plant Superintendent

EXEMPT: Yes

DIVISION: G & A

DEPARTMENT: Filter Plant

LOCATION: Filter Plant and other company facilities
as assigned

REPORTS TO: Water Quality Manager

PREPARED BY: Human Resources

DATE: May 2023

APPROVED BY: COO

DATE: May 2023

SUMMARY: Actively manage the continuous operation of the York Water Company's Water Treatment Plant(s) (WTP) and accompanying water treatment systems to ensure compliance with all local, state, and federal rules and regulations. This includes, but is not limited to:

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

1. Assist with managing the treatment decisions and operation of associated equipment.
2. Determine action to be taken in event of emergencies such as turbidity events, inadequate disinfection, equipment and power failures, etc...
3. Oversee the daily scheduling and assignment of operations work as well as supervise the operations and maintenance teams required for those assignments.
4. Coordinate projects and/or operational needs with the Maintenance & Grounds Department, and other departments.
5. Ensure preparation and submission of necessary regulatory reports in coordination with fellow Assistant Superintendent and Water Quality Manager.
6. Address customer water quality concerns in coordination with fellow Assistant Superintendent and Water Quality Manager.
7. Development and maintenance of standard operating procedures (SOPs)
8. Prepare employees' schedules including assigning personnel to shifts.
9. Review daily and evaluate operator shift logs and water quality reports to determine if proper operational procedures are being followed.
10. Monitor all contractor and sub-contractor activities at the Filter Plant.
11. Keep preventative maintenance records for equipment in use at the Filter Plant and schedule all maintenance work for same.
12. Keep the Water Quality Manager, fellow Assistant Superintendent, and Operations Manager and/or VP-Operations, informed as to operations and

- activities occurring in the Filter Plant.
13. Assure the safe operation of the plant, equipment, and the safety of the employees under their direction.
 14. Ensure the appropriate training of all new operators in all aspects of the plant operations.
 15. In conjunction with Human Resources, manage and maintain compliance with the Company's Right-to-Know materials, records, and training.
 16. When necessary, assist with the oversight of daily laboratory routines performed by operators, such as color, turbidity, odor, PH and residuals as required.
 17. Remain current on and ensure compliance with all applicable local, state, and federal regulations.
 18. Consistently demonstrate positive and professional behavior with all individuals contacted on behalf of the Company including employees.

SUPERVISORY RESPONSIBILITIES:

- Directly supervises 7 to 10 employees at the operating plant(s).
- Carry out supervisory responsibilities following the organization's policies and applicable laws and regulations.
- Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; mentoring, rewarding, and disciplining employees; addressing complaints and resolving problems.

EDUCATION and/or EXPERIENCE:

- Bachelor's degree with a major in chemistry, biology, engineering, or a related field is required.
- Minimum of five years of progressively responsible experience
- Minimum of three years of management experience in drinking water treatment/operations, planning/engineering, drinking water or wastewater laboratory, chemical or microbiological production processes or similar.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Possess a valid PA driver's license.
- Pennsylvania Class A, Water Treatment Operators Certificate preferred.

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.
- Effective management 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. In emergency situations, may need to lift up to 75-100 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 may work 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 moderate to occasionally loud.

