

THE YORK WATER COMPANY
Job Description

JOB TITLE: Assistant Superintendent Maintenance & Grounds

EXEMPT: Yes

DIVISION: G & A

DEPARTMENT: Maint. & Grounds

LOCATION: Pumping Station and other company facilities

REPORTS TO: Superintendent Maintenance & Grounds

PREPARED BY: Human Resources

DATE: March 2023

APPROVED BY: COO

DATE: March 2023

SUMMARY: Assist in direction and coordination of activities of workers engaged in repair, maintenance, and installation of machines, tools, and equipment, and in maintenance of buildings, grounds, and utility systems.

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

1. Maintain personnel records, miscellaneous and maintenance work orders, equipment manuals and other data records as directed.
2. Oversee and recommend the policy and action to be taken regarding the timber maintained by the Company.
3. Schedule, coordinate, and oversee work completed by both internal resources and external contractors.
4. Remain current on changing technologies, practices and procedures to improve the operation of the department through classes, seminars, professional meetings, technical journals, etc.
5. Provide training to members of the M & G staff.
7. Promote the safety program within the department and ensure contractors also adhere to the safety standards.
8. Prepare requisitions for equipment and supplies.
9. Issue emergency purchase orders within the Company guidelines.

THE YORK WATER COMPANY
Job Description
JOB TITLE: Assistant Superintendent Maintenance & Grounds

10. Write and review operational procedures as required.

11. In the absence of the Superintendent, the Assistant's responsible for all their duties and responsibilities.

12. Available 24-hour call out on a rotating basis with the other Maintenance & Grounds management.

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

SUPERVISORY RESPONSIBILITIES:

- Directly supervises unionized and non-unionized workforce within the department.
- 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.

QUALIFICATION REQUIREMENTS:

EDUCATION and/or EXPERIENCE:

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

CERTIFICATES, LICENSES, REGISTRATIONS:

- Must possess a valid PA driver's license.
- Pennsylvania Class E Water 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.

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 communication skills, both written and verbal.
- Strong customer service skills when dealing with contractors and the general public as needed.

THE YORK WATER COMPANY
Job Description
JOB TITLE: Assistant Superintendent Maintenance & Grounds

- Ability to calculate figures and amounts such as area, 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 instrumentation, hydraulic pumps, electronics, and/or SCADA 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 between 25 and 50 pounds, and occasionally move up to 75 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.