
THE YORK WATER COMPANY
Job Description

JOB TITLE: Assistant Wastewater Superintendent

EXEMPT: Yes

DIVISION: G & A

LOCATION: Distribution Center

REPORTS TO: Wastewater Operations
Superintendent

DEPARTMENT: Operations

PREPARED BY: Human Resources

APPROVED BY: CEO

DATE: December 2023

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SUMMARY: Assists with the management and supervision of operation and maintenance of the Company's wastewater assets.

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

1. Maintain efficient and productive operation of all wastewater systems.
2. Remain current on changing technologies, practices, and procedures to improve the operation of the department through classes, seminars, professional meetings, technical journals, etc.
3. Make recommendations for process improvements and operating efficiencies as a result of industry and company specific assessment(s).
4. Ensure the Company meets all wastewater reporting and operating requirements at the local, state, and federal levels.
5. Ensure qualified backup operators are available through contractual arrangements with local and area subcontractors.
6. Prepare operating and capital budgets as assigned.
7. Develop, maintain, and ensure standard operating procedures (SOPs) are being followed and fully implemented.
8. Ensure the safety of surrounding area from hazardous releases by monitoring, assessing and acting on the implementation of new processes, procedures, installation of physical equipment that minimizes or eliminates potential risk of release.

Job Description
Job Title: Assistant Wastewater Superintendent

9. Assists with the assessment and due diligence process of any potential wastewater acquisitions in collaboration with other functional departments.
10. Be available for 24-hour call-out as needed.
11. Schedule routine maintenance of system either with internal or external resources.
12. Complete required paperwork and reports accurately and timely.
13. 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.
14. Promote Company's image within reasonably available time and join and participate in community- oriented organizations and water/wastewater industry organizations.
15. Consistently demonstrate positive and professional behavior with all individuals contacted on behalf of the Company including employees.

SUPERVISORY RESPONSIBILITIES:

- Assist in the overall direction, coordination, and evaluation of the department and subcontractors.
- Carry out supervisory responsibilities following 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 related industry experience
- Minimum of two years management experience; or equivalent combination of education and experience

CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid PA driver's license
- Obtain and maintain required wastewater certifications within 1 year of hire

Job Description
Job Title: Assistant Wastewater Superintendent

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
- 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

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 emergencies.
- 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.
- During the course of the work, the employee may be in precarious positions and in small, confined spaces.
- 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.