



JOB DESCRIPTION

Division/Departments:	Water
Location:	New Philadelphia Water Distribution, and Water Supply
Job Title:	Assistant Water Superintendent - External
Reports to:	Water Superintendent

Supervises: Employees of Water Department

Hours: 40 per week, as scheduled by supervisor.

EXEMPT **NON-EXEMPT** **BARGAINING** **NON-BARGAINING**

SUMMARY OF POSITION

Responsible for developing and managing the Backflow Control Program. Assists Water Superintendent in planning and directing all water operations.

EDUCATION REQUIREMENTS

- High school diploma or GED, or equivalent training or experience; prefer Associate degree in related field.
- Reasoning:
 - Ability to solve practical problems.
 - Interpret a variety of written and oral instructions.
- Mathematical:
 - Ability to perform ordinary mathematical/algebraic procedures/practical applications.

CERTIFICATION AND LICENSURE REQUIREMENTS, KNOWLEDGE, SKILLS, AND ABILITIES:

- Must hold a minimum of Class 1 Water Supply Operator certificate issued by the Ohio EPA.
- Must obtain an Ohio EPA Class III Water Supply Operator certificate within 36 months from start date.
- Must complete training to become a certified Backflow Inspector.
- Possess thorough knowledge of occupational hazards and safety precautions (OSHA) including traffic and safety rules and accident prevention practices.
- Ability to frequently perform typing on a keyboard.
- Ability to occasionally bend, squat/kneel, twist/turn, climb, reach above shoulder, and work with cold substances.
- Ability to occasionally lift 10 to 100 pounds.
- Ability to sit 4 to 6 hours with break.
- Ability to walk and stand 1 to 2 hours with break.

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SPECIFIC DUTIES INCLUDE, BUT ARE NOT LIMITED TO:

- Performs personnel management and schedules staff for daily tasks
- Assists in planning, assigning, coordinating, and supervising maintenance activities on distribution system pipelines, structures, and appurtenances.
- Backflow surveillance and reporting to Water/Wastewater/Health Department.
- Travels to work locations on a regular and frequent basis to review/inspect maintenance work and construction of capital improvements programs, both in-progress and on completion.
- Assists in developing/monitoring employee technical skills, proficiency, and safety training.
- Assists Superintendent of Water in the preparation and implementation of annual capital improvements program and annual budget for maintaining distribution system.
- Recommends capital equipment and material replacement needs for annual budget and six-year replacement programs.
- Assists in the development of supporting documentation and cost estimates for budget.
- Investigates and responds to requests, questions and complaints concerning water distribution services and initiates proper corrective measures.
- May be required to perform the duties of a water operator when needed.
- Coordinates and initiates assistance from water distribution construction crews and personnel as necessary.
- Supervises and schedules maintenance of equipment.
- Helps prepare purchase requests for necessary materials and equipment for maintenance of system and monitors and controls budget expenditures.
- Supervises field employees engaged in customer services problems, customer complaint investigations.
- Assists in assigning service crews and equipment to assist in emergency main break activities.
- Assists other sections within the Division or Departments in completing special projects.
- Provides guidance to project managers, construction observers, and contractors engaged in the construction of distribution system/capital improvement projects.
- Assists City departments with repair and maintenance activities and performs related work.
- Can be expected to work any time.
- Completes operating reports and procedures to achieve objectives, or as discussed in detail through conferences with Superintendent of Water Department.
- Must update skills as required.
- Consistently checks and responds to incoming email communication.
- Performs other duties as assigned by supervisor(s) or designee.

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WORK EXPERIENCE REQUIREMENTS	
<ul style="list-style-type: none"> • Knowledge of a variety of hydraulic, chemical, and mechanical principles pertinent to a water treatment plant operation. • Knowledge of bacteriological and chemical processes involved in the treatment of water. • Knowledge of the occupational hazards and safety precautions of the work. • Possess the necessary skills in the safe operation of equipment, per job description. • Displays excellent interpersonal skills with the public-at-large as well as a positive working relationship with subordinates and co-workers. • Displays discipline and focus in the work environment. • Ability to communicate effectively both orally and in writing in the English language. • Ability to perform all required duties, both mentally and physically. • Ability to work independently and is self-supporting • Can be expected to work at any time. • Will work shifts. 	
REVIEWED BY:	Scott A. DeVault – Water Superintendent
APPROVED BY:	Ron McAbier – Service Director

The City of New Philadelphia is an Equal Opportunity Employer (EOE), Minority/Female/Veteran/Disabled, offering a great work environment, challenging career opportunities, and competitive compensation.