



JOB DESCRIPTION

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

Supervises: Employees of both Water and Wastewater Departments

Hours: 40 per week, as scheduled by supervisor. Pay Scale Range: \$60K - \$62K

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

SUMMARY OF POSITION

Responsible for developing and managing the Storm Water Management Plan. Assists Water and Wastewater Superintendents in planning and directing all water and sewer 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 and/or Class 1 Wastewater Operations certificate issued by the Ohio EPA. Must successfully complete certification in both within 24 months from date of hire.
- May substitute 10 years of experience in both Water and Wastewater operations to be considered for hire. Must attain licensure in both within 24 months from date of hire.
- Currently hold a valid Ohio CDL Driver’s License, Class B with airbrake endorsement.
- 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 sanitary sewer pipelines, structures and appurtenances.
- 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 Superintendents of Water and Wastewater in the preparation and implementation of annual capital improvements program and annual budget for maintaining collection 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 sanitary sewer services and initiates proper corrective measures.
- May be required to perform the duties of a water operator when needed.
- Coordinates and initiates assistance from Wastewater Collection construction crews and personnel as necessary and required for corrective maintenance.
- 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 investigation, jetting/flushing sewer mains, and periodic maintenance of lift stations/treatment facility structures.
- Assists in the management of 90 miles of sanitary and 35 miles of a storm sewer system.
- Maintains root control and 19 lift stations, including: jet flushing, through cutting or chemical treatment, TV inspection assistance, clearance of stoppages in the collection system, and construction of capital improvement projects.
- Assists in assigning service crews and equipment to assist internal TV inspection crew in day-to-day inspection 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 sanitary sewer systems/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 Superintendents of Water and Wastewater Departments.
- Must update skills as required.
- Consistently checks and responds to incoming email communication.
- Performs other duties as assigned by supervisor(s) or designee.

► *Responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the City.*

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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. • Knowledge and experience in F.O.G. Program and performs duties involving EPA Storm Sewer operations. • 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 Brian Myers – Wastewater Superintendent
APPROVED BY:	Ron McAbier – Service Director

An employment application may be downloaded from our website at www.newphilaoh.com. The application should be submitted either by mail (or scanned and emailed) to the following address:

The City of New Philadelphia
Human Resources Department
150 East High Avenue
New Philadelphia, OH 44663
330.364.4491 x1245
mkurtz@newphilaoh.com

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.