

THE YORK WATER COMPANY  
Job Description

JOB TITLE: Assistant Construction Superintendent

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EXEMPT: Yes  
DIVISION: G & A  
LOCATION: Distribution Center  
REPORTS TO: Construction Superintendent

JOB CODE: 801  
DEPARTMENT: Engineering

PREPARED BY: Human Resources  
APPROVED BY: Jeffrey R. Hines

DATE: May 2012  
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SUMMARY: Provide construction / engineering assistance to Distribution Construction Superintendent, Engineer Manager, and Vice President-Engineering on construction and special assignments.

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

1. Administer contracts with construction firms; primarily for water main installation projects.
2. Inspect all active construction projects.
3. Ensure newly installed mains are properly disinfected and tested.
4. Prepare cost estimates.
5. Oversee preparation of construction drawings and road occupancy permit applications for main installation projects.
6. Requisition and coordinate delivery of materials for construction projects.
7. Coordinate with accounting personnel to ensure that accurate financial records are maintained for construction projects.
8. Oversee and supervise assigned construction department personnel.
9. Occasional work during evening, night time hours, and weekends will be required.
10. Consistently demonstrate positive and professional behavior with all individuals contacted on behalf of the Company including customers and

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employees.

QUALIFICATION REQUIREMENTS:

EDUCATION and/or EXPERIENCE:

Two year associates degree from college or technical school; preferably in Construction Management, Civil Engineering Technology or related field and five years of experience in utility construction; preferably with potable water mains and services or equivalent combination of education and experience. Experience in the various aspects of construction management (inspection, contract administration, bidding, contract document preparation) is highly desirable. Experience in the design, construction, operation, and/or maintenance of other water system facilities (treatment plants, pumping stations, storage tanks, etc.) is also desirable.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, construction blueprints and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively with customers, contractors and employees.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, percent, volume.

REASONING ABILITY:

Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form.

CERTIFICATES, LICENSES, REGISTRATIONS;

Possess a valid PA driver's license. Must obtain a Pennsylvania Class E Water System Operator License within one year of hire.

OTHER SKILLS AND ABILITIES:

Efficiently and accurately use calculator, personal computer, assigned electronic communication device(s), copier, facsimile machine, other standard office equipment and the Company radio communication system. Knowledge of productivity software: spreadsheet, word processing, internet and computer aided design.

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**PHYSICAL DEMANDS:**

See attached Essential Function and Physical Demands Analysis.

Employee must regularly perform work around vehicle traffic and in confined spaces on occasion. Employee must be trained and aware of pertinent traffic and OSHA requirements in both of these areas.

The employee must be able to work under stress and work additional hours in order to meet deadlines and assist in emergency situations.

**WORK ENVIRONMENT:**

While performing the duties of this job, the employee regularly works in outside weather conditions.

The noise level in the work environment is usually moderate.