

THE YORK WATER COMPANY
Job Description

JOB TITLE: Assistant Filter Plant Superintendent

EXEMPT: Yes
DIVISION: G & A
LOCATION: Filter Plant
REPORTS TO: Water Quality Manager
APPROVED BY: COO

JOB CODE: 500
DEPARTMENT: Filter Plant

DATE: February 2022

SUMMARY: Actively manage the continuous operation of the York Water Company's Water Treatment Plant(s) (WTP) and accompanying water treatment systems to ensure compliance with all local, state, and federal rules and regulations. This includes, but is not limited to:

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

1. Assist with managing the treatment decisions and operation of associated equipment.
2. Determine action to be taken in event of emergencies such as turbidity events, inadequate disinfection, equipment and power failures, etc...
3. Oversee the daily scheduling and assignment of operations work as well as supervise the operations and maintenance teams required for those assignments.
4. Coordinate projects and/or operational needs with the Maintenance & Grounds Department, and other departments.
5. Ensure preparation and submission of necessary regulatory reports in coordination with fellow Assistant Superintendent and Water Quality Manager.
6. Address customer water quality concerns in coordination with fellow Assistant Superintendent and Water Quality Manager.
7. Development and maintenance of standard operating procedures (SOPs)
8. Prepare employees' schedules including assigning personnel to shifts.
9. Review daily and evaluate operator shift logs and water quality reports to determine if proper operational procedures are being followed.
10. Monitor all contractor and sub-contractor activities at the Filter Plant.
11. Keep preventative maintenance records for equipment in use at the Filter Plant and schedule all maintenance work for same.
12. Keep the Water Quality Manager, fellow Assistant Superintendent, and Operations Manager and/or VP-Operations, informed as to operations and activities occurring in the Filter Plant.
13. Assure the safe operation of the plant, equipment, and the safety of the employees under their direction.
14. Ensure the appropriate training of all new operators in all aspects of the

plant operations.

15. In conjunction with Human Resources, manage and maintain compliance with the Company's Right-to-Know materials, records, and training.
16. When necessary, assist with the oversight of daily laboratory routines performed by operators, such as color, turbidity, odor, PH and residuals as required.
17. Remain current on and ensure compliance with all applicable local, state, and federal regulations.
18. Consistently demonstrate positive and professional behavior with all individuals contacted on behalf of the Company including employees.

SUPERVISORY RESPONSIBILITIES:

Directly supervises 7 to 10 employees at the Filter Plant. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws and regulations. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

EDUCATION and/or EXPERIENCE:

Bachelor's degree with a major in chemistry, biology, engineering, or a related field is required.

Five to ten years of progressively responsible experience, including at least three years of management experience in drinking water treatment/operations, planning/engineering, drinking water or wastewater laboratory, chemical or microbiological production processes or similar.

LANGUAGE SKILLS:

In addition to excellent verbal communication skills, one must have the ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, blueprints and schematics and governmental regulations. Ability to write reports, business correspondence, and procedure manuals.

MATHEMATICAL SKILLS:

Ability to work with mathematical concepts such as probability and statistical inference, fundamental geometry and algebra. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form.

CERTIFICATES, LICENSES, REGISTRATIONS;

Possess a valid PA driver's license.

Pennsylvania Class A, Water Treatment Operators Certificate preferred

OTHER SKILLS AND ABILITIES:

Must be proficient with Microsoft Office and other computer systems and software packages.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to climb stairs and ladders; stoop, kneel, or crouch; talk, hear; and taste and smell.

The employee must regularly lift and/or move up to 25 pounds. The employee must be able to lift up to 100 pounds in emergency situations. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

The employee must be able to work under stress and work additional hours in order to meet deadlines or meet the requirements of the position during emergency situations.

WORK ENVIRONMENT:

The noise level in the work environment is usually moderate.