

THE YORK WATER COMPANY  
Job Description

JOB TITLE: Assistant Distribution Superintendent

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

JOB CODE: 701  
DEPARTMENT: Distribution

PREPARED BY: Human Resources  
APPROVED BY: Duane Close

DATE: Sept 1997  
DATE: Dec 1997

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SUMMARY: Responsible for the day to day operations and scheduling of the Distribution Department personnel and equipment under the Superintendent's guidance.

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

1. Supervise and schedule the Distribution Department personnel and crews.
2. Perform all duties of the Superintendent in his absence.
3. Requisition materials and supplies as needed.
4. Schedule vehicle and equipment maintenance as required.
5. Investigate unusual customer complaints or orders.
6. Review all miscellaneous work orders filled out by the employees under his supervision as to accuracy and completeness.
7. Maintain necessary records for the efficient operation of the Department.
8. Be available for 24 hour call out alternating with the Distribution Superintendent.
9. Train new employees in conjunction with the Distribution Superintendent.
10. Promote and enforce the safety programs in conjunction with the Distribution Superintendent.

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11. Be available during emergencies to perform duties as outlined in the Company emergency procedures and as specifically assigned.

12. Capable of initiating street cut permit procedures for all municipalities within the Company's chartered area.

13. Consistently demonstrate positive and professional behavior with all individuals contacted on behalf of the Company including employees.

**SUPERVISORY RESPONSIBILITIES:**

Directly supervises Distribution union work forces. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include assisting in interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Must be familiar with the current union contract in order to effectively supervise within the confines of the contract.

**QUALIFICATION REQUIREMENTS:**

**EDUCATION and/or EXPERIENCE:**

Associate's degree (A.A.) or equivalent from two-year college or technical school; and five years of related experience; and a minimum of 2 years supervisory experience; or equivalent combination of education and experience.

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, OSHA regulations and the like, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively with customers, contractors, municipal officials, managers and employees.

**MATHEMATICAL SKILLS:**

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

**REASONING ABILITY:**

Ability to solve practical problems. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**CERTIFICATES, LICENSES, REGISTRATIONS;**

Possess a valid PA driver's license.

Obtain the State Board of Certification of Water & Wastewater Operator, Class E Certification (through D.E.P.) within two years of hire.

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**OTHER SKILLS AND ABILITIES:**

Efficiently and accurately use a personal computer, calculator, Company radio, copier, facsimile machine, computer, telephone and other standard office equipment. Incumbent must be competent with all tools and equipment used by the distribution street crews in order to effectively train employees.

**PHYSICAL DEMANDS:**

See attached Essential Function and Physical Demands Analysis.

The employee must be able to work under stress and work additional hours in order to meet deadlines or to see that an emergency repair situation is successfully completed.

**WORK ENVIRONMENT:**

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and heavy equipment.

The noise level in the work environment is occasionally loud.