

THE YORK WATER COMPANY
Job Description

JOB TITLE: Assistant Superintendent Maintenance & Grounds

EXEMPT: Yes
DIVISION: G & A
LOCATION: Pumping Station and other company facilities
REPORTS TO: Superintendent Maintenance & Grounds

JOB CODE: 875
DEPARTMENT: Maint. & Grounds

PREPARED BY: Human Resources
APPROVED BY: COO

DATE: March 2022
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SUMMARY: Assist in direction and coordination of activities of workers engaged in repair, maintenance, and installation of machines, tools, and equipment, and in maintenance of buildings, grounds, and utility systems.

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

1. Maintain time sheets, miscellaneous and maintenance work orders, equipment manuals and other data as directed.
2. Oversee and recommend the policy and action to be taken regarding the timber maintained by the Company.
3. Schedule, coordinate, and oversee work completed by outside contractors.
4. Available 24 hour call out on a rotating basis with the other Maintenance & Grounds Superintendents.
5. Remain current on changing technologies, practices and procedures to improve the operation of the department through classes, seminars, professional meetings, technical journals, etc.
6. Assist in training of all new members of the M & G staff.
7. Promote the safety program within the department.
8. Prepare requisitions for equipment and supplies.
9. Issue emergency purchase orders within the Company guidelines.

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10. Write operational procedures as required.

11. In the absence of the Superintendent, the Assistant's are responsible for all his duties and responsibilities.

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

SUPERVISORY RESPONSIBILITIES:

Directly supervises union workforce in the maintenance and grounds department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS:

EDUCATION and/or EXPERIENCE:

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

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively communicate with managers, employees, contractors and vendors.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

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. Also Distribution Certified Operator or ability to obtain within one year.

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OTHER SKILLS AND ABILITIES:

Efficiently and accurately use telephone, adding machine, calculator, personal computer, copier, facsimile machine, telephone, company radio communication system and all tools within the Maintenance & Grounds Department sufficiently to train employees.

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; reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT:

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places, and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, and vibration.

The noise level in the work environment is frequently loud.