
THE YORK WATER COMPANY
Job Description

JOB TITLE: Treatment and Facilities Superintendent

EXEMPT: Yes
DIVISION: G & A
LOCATION: LIDA Treatment facilities and others
as assigned

JOB CODE: 751
DEPARTMENT: Operations

REPORTS TO: Operations Manager/
VP - Operations

PREPARED BY: Human Resources
APPROVED BY: COO/CEO

DATE: December 2021
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SUMMARY: Manage and Supervise operations and maintenance of the Company's water and wastewater assets, including public water supply lake, dam, transmission, treatment facility, and distribution system as well as wastewater collection, conveyance, treatment facility and discharge. These responsibilities will be carried out both in person and remotely.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The following is a general list of essential duties and responsibilities. Other duties may be assigned.

1. Maintain efficient and productive operation of water and wastewater systems.
2. Remain current on changing technologies, practices and procedures to improve the operation of the department through classes, training, seminars, professional meetings, technical journals and etc.
3. Work in conjunction with the Operational management team to ensure the Company meets all water and wastewater reporting requirements at the local, state, and federal levels.
4. Ensure qualified backup resources are available through contractual arrangements with local and area subcontractors.
5. Prepare operating and capital budgets for both public water supply and wastewater assets, as assigned.
6. Prepare requisitions for equipment and supplies as well as schedule routine maintenance of systems.
7. Ensure the safety of surrounding area from hazardous releases and/or discharges by monitoring, assessing and acting on implementation of new

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processes, procedures, installation of physical equipment that minimizes or eliminates potential risk of release and in accordance with applicable permits and regulations. This may include research, monitoring and assisting in creating plans to address emerging contaminants and hazardous materials.

8. Monitor and evaluate performance of staff and daily operations.
9. Review and evaluate all technician work and records, including but not limited to, logs and water and wastewater reports, and permit and regulatory compliance activities, to ensure proper operational procedures are being followed.
10. Be available for 24-hour call-out as needed.
11. Develop, maintain, and ensure all applicable Standard Operating Procedures(SOPs), policies, and procedures are being followed and fully implemented.
12. Complete required paperwork and reports in an accurate and timely fashion.
13. Assure the safe operation of the company facilities and the safety of the employees under his/her direction.
14. Consistently demonstrate positive and professional behavior with all individuals contacted on behalf of the Company including employees.
15. Work closely with company Water Quality Manager (or equivalent) and Wastewater Operations Superintendent (or equivalent) to ensure consistency of operations and appropriate compliance with Company Standard Operating Procedures, policies, procedures, and government required methods and practices.
16. Act as company liaison in surrounding communities while networking and assisting with business development and help to identify potential growth and efficiency opportunities with other water and wastewater systems.
17. Maintain regular communications with company management team, to include but not limited to direct supervisor and other any departments as required to meet customer and company objectives.

SUPERVISORY RESPONSIBILITIES:

Responsible for the overall direction, coordination, and evaluation of operational unit. Also manages and directs subcontractors as needed.

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Carry out supervisory responsibilities in accordance with the company policies, procedures, directives, 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.

As a representative of the company to the public and customers, must have experience and comfort in dealing with the public about technical matters and issues as they arise.

QUALIFICATION REQUIREMENTS:

EDUCATION and/or EXPERIENCE:

Bachelor's degree (B.A.) in a related field from a college or university; a minimum of three years related experience in the water/wastewater industry; a minimum of two years management experience; or equivalent combination of education and experience.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, the ability to create new appropriate and sound standard operating procedures, governmental regulations and methods and the ability to read and understand technical drawings. Ability to write reports, business correspondence, and procedure manuals in a clear and concise manner. Ability to clearly and effectively present information and respond to questions from groups of managers, employees, customers, and the general public.

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 identify and define problems, collect data, establish facts, distinguish between foundational and irrelevant facts, draw valid conclusions, create solutions or resolutions to problems, respond rationally and effectively to emergency situations, communicate to public clearly and concisely, and consistently measure success or failure and identify opportunities for improvement. Ability to interpret a variety of technical instructions in mathematical or diagram form.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid PA driver's license.

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Possess and/or obtain and maintain required water and wastewater certifications for compliant operation of facilities. Class A and E wastewater certifications preferred.

Ability to secure and maintain the necessary federal security and medical clearances for onsite work in a federal facility.

OTHER SKILLS AND ABILITIES:

Efficiently and accurately use calculator, copier, computer, telephone, other standard office equipment and other company assigned devices and technology. Proficient with Microsoft Office Suite and other relevant business software.

PHYSICAL DEMANDS:

The employee must be able to work under stress and work additional hours to meet deadlines or meet the requirements of the position during emergency situations. Employee must be comfortable and suitable to manage employees in stressful situations.

The employee must be able to safely operate a company vehicle while traveling for business purposes.

Employee must be able to occasionally lift up to 50 pounds, and regularly walk, sit, stand, bend, stoop, and crouch.

This position and the positions supervised are deemed safety sensitive and should comply with all applicable regulations at both the state and federal levels.

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 frequently loud.