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**ASSISTANT UTILITIES SUPERINTENDENT**

**JOB SUMMARY:** Under general direction, schedules, coordinates and provides field supervision of activities and staff responsible for one or more utilities operations functions related to construction and maintenance of the water distribution, natural gas distribution, propane delivery and wastewater collection systems, controls, materials and supplies, assists in the preparation of plans and specifications; assists in the administration of contracts for the construction and maintenance of water distribution and wastewater collection systems; and performs other related work as assigned.

**MAJOR DUTIES:**

The following examples are illustrative of the duties assigned to positions of this class. No attempt is made to be exhaustive in this listing.

* Supervises and directs the activities of staff including work assignment, performance evaluation, and employee development; participates in employee selection, disciplinary action, and complaint resolution.
* Schedules, coordinates and provides field supervision of staff involved in maintenance and construction activities of water, natural gas distribution, propane delivery and wastewater collection systems, water/gas meter reading, water/gas service and meter replacements and installations and utilities customer services.
* Assists in the preparation of plans, specifications, administration of contracts for the construction and maintenance of water distribution, natural gas distribution, propane facilities and wastewater collection systems.
* Orders construction and maintenance materials and supplies.
* Prepares work plans for the maintenance of the water distribution, natural gas distribution, propane facilities and wastewater collection systems.
* Maintains records and prepares reports.
* Provides input for and assists in the preparation of performance evaluations of assigned subordinate personnel.
* Assist in the development of departmental standard operating procedures and emergency response policy and procedures for utility maintenance operations.
* Provide for the training of assigned personnel in work methods, use of tools and equipment and safety practices.
* Assist in developing product specifications and in maintaining effective working and liaison relationships with purchasing operations.
* As necessary, perform crew work including the operation of all types of motorized heavy equipment; will be required to operate equipment during normal operations, training or emergency situations.

**KNOWLEDGE OF:**

* Principles and practices of supervision, including employee selection and training.
* Principles and techniques of supervision, training, and evaluation.
* Materials, methods, tools, and equipment used in maintenance and repair work of water distribution and wastewater collection systems.
* Applicable federal, state, and local laws, codes, and regulations governing water operations and environmental compliance.
* Safety precautions and occupational hazards in the use of equipment; safe work methods and practices.
* Public contracting and contract management.
* Mathematical and related techniques used to estimate material needs and their costs.

**ABILITY TO:**

* Supervise, train, coordinate and evaluate the work of staff.
* Inspect work for conformance with productivity, quality and safety standards.
* Ensure safety and professional work standards are met.
* Plan, organize, and prioritize tasks.
* Establish partnerships with vendors; manage contracts and service agreements.
* Operate a computer and applicable software, including word processing and spreadsheet software.
* Provide technical and professional leadership and direction.
* Interact and communicate effectively, both orally and in writing.
* Establish, maintain, and foster positive, harmonious and effective working relationships.
* Acquire a thorough knowledge of applicable programs, policies and regulations of the District and other government agencies.
* Prepare and maintain accurate written reports and records.
* Obtain a basic working knowledge of Hansen software and/or related software utilized by the District for computerized work order system, inventory control system and asset management.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by any employee to successfully perform the essential functions of this job in compliance with the American with Disabilities Act (ADA) requirements. On a case-by-case basis, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed outdoors with occasional office work. The inspections of various components used for maintaining or construction of the utilities distribution and facilities mentioned. Hand-eye coordination is necessary to operate various pieces of technical equipment used in the daily operation of the Utilities Distribution system and facilities.

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

The employee will occasionally be required to lift up to 20 pounds and may need to carry for an approximate distance up to 50 feet.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**TOOLS AND EQUIPMENT USED:**

Personal computer, including word processing, spreadsheet, database, and project scheduling, and familiar with work order software for system information database; motor vehicle; phone; cell phone; mobile radio.

**SUPERVISORY CONTROLS:**

Works under the direction of the Utilities Superintendent.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works around moving mechanical parts, and in high, precarious places and is occasionally exposed to cold wet and/or hot humid conditions, fumes or airborne particles, toxic, or caustic chemicals, risk of electrical shock, vibration and wastewater. The noise level in the work environment is usually quiet to moderate.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:**

This is a mid-management supervisor class and is characterized by its responsibility for field supervision. It is distinguished from the Utilities Supervisor in that the position is responsible for complete functional areas but is NOT a Management Team member.

**MINIMUM QUALIFICATIONS:**

*Any Combination of education and/or experience that provides the required knowledge, skills, and abilities to perform the essential functions of the position. A typical combination includes:*

* High school diploma or equivalent.
* Must possess a valid Georgia Class A Non-Commercial Driver's License and ability to meet current requirements set forth by the National Fire Protection Association and the Georgia Firefighter Standards and Training act.
* Requires a 12-month working probationary period.

**EXPERIENCE:**

Five (5) years of experience in operation, maintenance, and construction activities related to area of assignment, including two years of lead or supervisory experience.

**LICENSES:**

* Valid Class C Georgia Driver’s License or Class B CDL.
* Acceptable driving record at the time of appointment and throughout employment.

**CERTIFICATION:**

* Water Distribution Operations  Certificate
* Water Treatment Operations Class 3 Certificate