



**JOB DESCRIPTION**

<b>Division/Departments:</b>	Water
<b>Location:</b>	New Philadelphia Water Distribution, and Water Supply
<b>Job Title:</b>	Assistant Water Superintendent - External
<b>Reports to:</b>	Water Superintendent

**Supervises:** Employees of Water Department

**Hours:** 40 per week, as scheduled by supervisor.

**EXEMPT**       **NON-EXEMPT**       **BARGAINING**       **NON-BARGAINING**

**SUMMARY OF POSITION**

Responsible for developing and managing the Backflow Control Program. Assists Water Superintendent in planning and directing all water operations.

**EDUCATION REQUIREMENTS**

- High school diploma or GED, or equivalent training or experience; prefer Associate degree in related field.
- Reasoning:
  - Ability to solve practical problems.
  - Interpret a variety of written and oral instructions.
- Mathematical:
  - Ability to perform ordinary mathematical/algebraic procedures/practical applications.

**CERTIFICATION AND LICENSURE REQUIREMENTS, KNOWLEDGE, SKILLS, AND ABILITIES:**

- Must obtain an Ohio EPA Class I Water Supply Operator or Class 2 Water Distribution Operator certificate within 30 months from start date.
- Must complete training to become a certified Backflow Inspector.
- Prefer minimum 2 years in construction pipefitting experience, waterline installation experience, or municipal construction experience.
- Possess thorough knowledge of occupational hazards and safety precautions (OSHA) including traffic and safety rules and accident prevention practices.
- Ability to frequently perform typing on a keyboard.
- Ability to occasionally bend, squat/kneel, twist/turn, climb, reach above shoulder, and work with cold substances.
- Ability to occasionally lift 10 to 100 pounds.
- Ability to sit 4 to 6 hours with break.
- Ability to walk and stand 1 to 2 hours with break.

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**SPECIFIC DUTIES INCLUDE, BUT ARE NOT LIMITED TO:**

- Performs personnel management and schedules staff for daily tasks
- Assists in planning, assigning, coordinating, and supervising maintenance activities on distribution system pipelines, structures, and appurtenances.
- Backflow surveillance and reporting to Water/Wastewater/Health Department.
- Travels to work locations on a regular and frequent basis to review/inspect maintenance work and construction of capital improvements programs, both in-progress and on completion.
- Assists in developing/monitoring employee technical skills, proficiency, and safety training.
- Assists Superintendent of Water in the preparation and implementation of annual capital improvements program and annual budget for maintaining distribution system.
- Recommends capital equipment and material replacement needs for annual budget and six-year replacement programs.
- Assists in the development of supporting documentation and cost estimates for budget.
- Investigates and responds to requests, questions and complaints concerning water distribution services and initiates proper corrective measures.
- May be required to perform the duties of a water operator when needed.
- Coordinates and initiates assistance from water distribution construction crews and personnel as necessary.
- Supervises and schedules maintenance of equipment.
- Helps prepare purchase requests for necessary materials and equipment for maintenance of system and monitors and controls budget expenditures.
- Supervises field employees engaged in customer services problems, customer complaint investigations.
- Assists in assigning service crews and equipment to assist in emergency main break activities.
- Assists other sections within the Department in completing special projects.
- Provides guidance to project managers, construction observers, and contractors engaged in the construction of distribution system/capital improvement projects.
- Assists City departments with repair and maintenance activities and performs related work.
- Can be expected to work any time.
- Completes operating reports and procedures to achieve objectives, or as discussed in detail through conferences with Superintendent of the Water Department.
- Must update skills as required.
- Consistently checks and responds to incoming phone and email communication.
- Performs other duties as assigned by supervisor(s) or designee.

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<b>WORK EXPERIENCE REQUIREMENTS</b>	
<ul style="list-style-type: none"> <li>• Knowledge of the occupational hazards and safety precautions of the work.</li> <li>• Possess the necessary skills in the safe operation of equipment, per job description.</li> <li>• Displays excellent interpersonal skills with the public-at-large as well as a positive working relationship with subordinates and co-workers.</li> <li>• Displays discipline and focus in the work environment.</li> <li>• Ability to communicate effectively both orally and in writing in the English language.</li> <li>• Ability to perform all required duties, both mentally and physically.</li> <li>• Ability to work independently and is self-supporting</li> <li>• Can be expected to work at any time.</li> <li>• Will work shifts.</li> </ul>	
<b>REVIEWED BY:</b>	Scott A. DeVault – Water Superintendent
<b>APPROVED BY:</b>	Ron McAbier – Service Director

An employment application may be downloaded from our website at [www.newphilaoh.com](http://www.newphilaoh.com). The application should be submitted either by mail (or scanned and emailed) to the following address:

**The City of New Philadelphia**  
**Human Resources Department**  
**150 East High Avenue**  
**New Philadelphia, OH 44663**  
**330.364.4491 x1245**  
[lmckain@newphilaoh.com](mailto:lmckain@newphilaoh.com)

The City of New Philadelphia is an Equal Opportunity Employer (EOE), Minority/Female/Veteran/Disabled, offering a great work environment, challenging career opportunities, and competitive compensation.