

Job Title: Assistant Superintendent

Department: Dandridge Water Management Facility

FLSA Status: Exempt – Full-time

Summary: Under supervision of Superintendent, assists to direct the day-to-day activities of the Dandridge Water Management Facility; responsible for the coordination, supervision and review of the diverse activities of the Distribution and Collection Systems. Assists with the strategic planning of the Dandridge Water Management Facility infrastructures needs including Distribution and Collection System needs; provides professional and technical staff assistance; and aids in ensuring compliance with state and federal regulations.

Distinguishing Features: The Assistant Superintendent is distinguished by responsibility for assisting Superintendent to perform complex supervisory, administrative and professional work in planning, organizing, directing and supervising the Dandridge Water Management Facility. Exercises considerable independent judgment in the management of the construction, repair, maintenance and operation of the Dandridge Water Management Facility water distribution and wastewater collection systems; the work involves responsibility for the application of professional and advance technical knowledge and skills to affect the research, analysis, planning and implementation of water and wastewater operations.

Essential Duties and Responsibilities include the following and are examples of the work and are not necessarily all-inclusive. Other duties may be assigned.

1. Provides information to various civic, school, public groups and individuals regarding water and wastewater.
2. Inspects, evaluates and makes appropriate recommendations about water and wastewater infrastructure to ensure compliance with operating permits and all state and federal regulations.
3. Supervises new construction of water and wastewater projects from planning to completion.
4. Exercises direct supervision over clerical, administrative and professional staff.
5. Plans and evaluates plant and field work performance to assure correct and efficient operations.
6. Assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.
7. Studies and standardizes facility's policies and procedures to improve efficiency of subordinates and effectiveness of operations.
8. Adjust errors and complaints.
9. Assists in preparation and administration of the Dandridge Water Management Facility budget and budget requests; administers adopted budget in assigned area of responsibility.
10. Plans, organizes, coordinates, supervises and evaluates programs, plans, services, staffing, equipment and infrastructure of the Dandridge Water Management Facility.
11. Assists in the preparation, review and award of bids, for water and wastewater projects.
12. Oversees assigned projects to ensure contractor compliance with time and budget parameters for the project.
13. Responds to public or other inquiries relative to the Dandridge Water Management Facility policies and procedures on specific projects and other information.
14. Responds to complaints regarding water leaks, pressure loss or no water; evaluates situation, determines if liability lies with the city or the property owner; explains findings to property owners and notifies appropriate water and wastewater crew if necessary.
15. Maintains regular contact with consulting engineers, construction project engineers, Town, County, State and Federal agencies, professional and technical groups and the public regarding water and wastewater activities and services.
16. Evaluates the Dandridge Water Management Facility needs and formulates short- and long-range plans to meet needs in all areas of responsibility, including solid waste collection and treatment, and water distribution.

17. Helps with the development or update of the Dandridge Water Management Facility Comprehensive Plans, the Capital Improvement Program, and other plans.
18. Aids with the maintenance of water and wastewater information and records.
19. Ensures the safety of work operations, as well as procedures and equipment. Sets safety standards of the department in accordance with TOSHA regulations.
20. Assists with inspections of water and wastewater main and lateral line installation and repair for compliance with regulations and requirements.
21. Reviews and supports with compliance with utility permits.
22. Assists in the training of personnel.
23. Attend Town Council Meetings as needed.
24. Reviews and approves utility expenditures.
25. Aids in determining financial impact of any system changes, additions or upgrades.

Supervisory Responsibilities:

1. Exercises direct supervision over clerical, administrative, field, plant and professional staff.

Competencies:

- Communications: Expresses ideas and thoughts verbally. Expresses ideas and thoughts in written form. Exhibits good listening and comprehension. Keeps others adequately informed. Selects and uses appropriate communication methods.
- Dependability: Responds to requests for service and assistance. Provides and follows direction and is responsive. Commits to doing the best job possible. Keeps commitments.
- Judgment: Exhibits sound and accurate judgment. Supports and explains reasoning for decisions. Includes appropriate people in decision making process. Make timely decisions.
- Problem Solving: Identifies problems in a timely manner. Gathers and analyzes information skillfully. Develop alternative solutions. Resolves problems in early stages.
- Initiative: Volunteers readily. Undertakes self-development activities. Take independent actions and calculated risks. Look for and takes advantage of opportunities. Ask for help when needed.
- Job Knowledge: Competent in required job skills and knowledge. Exhibits the ability to learn and apply new skills. Keeps abreast of current developments. Uses resources effectively.
- Quality: Demonstrates accuracy and thoroughness. Displays commitment to excellence. Looks for ways to improve and promote quality. Apply feedback to improve performance.
- Customer Service: Displays courtesy and sensitivity. Manages difficult or emotional situations. Meets commitments. Responds promptly to customer needs. Solicits customer feedback to improve service.

Required Education and/or Experience:

High school education or G.E.D. 5 years experience in water and wastewater utility operations. Must possess a State of Tennessee Grade II Water Distribution and a Grade II Collections.

Knowledge, Skills, and Abilities:

Must possess a thorough knowledge of principles, practices, methods and equipment applicable to modern water and wastewater utility management; all State, Federal and Town regulations applicable to water and wastewater operations and maintenance; ability to communicate effectively, in English, both verbally and in writing, with employees, consultants, other governmental agency representatives, Town officials and the general public; ability to establish and maintain effective working relationships with employees, other divisions, departments and the public; ability to understand and carry out written and oral instructions; ability to work safely; ability to guide, direct and motivate employees; ability to organize and supervise the activities of various crews performing construction and maintenance work; principles of organization, administration, budget and personnel management; methods, practices, materials and equipment used in the construction, maintenance and repair of water and wastewater

systems and in the production, storage, pumping and distribution of domestic drinking water; regional, state and federal water quality and wastewater collection laws and standards; use of telemetry in water and wastewater pumping storage and distribution; location and general characteristics of the water and wastewater systems; occupational hazards and standard safety precautions necessary in the work; principles and practices of civil engineering as applied to water and wastewater system construction, maintenance and repair.

Ability to plan and direct the activities of a large number of supervisory and operational personnel in the construction, repair, operation and maintenance of water and wastewater facilities and in the delivery and quality control of domestic drinking water; work in a cooperative and productive manner with employees of the Town and other agencies and the public; identify and resolve problems in water and wastewater operations; establish work procedures and project priorities in a manner most conducive to the efficient operation of the entire water and wastewater systems; understand and interpret engineering plans and work orders and develop estimates there from; communicate effectively, orally and in writing; prepare reports and maintain record systems; select, supervise, train and evaluate subordinates.

Certificates, Licenses, Registrations:

Must possess a Tennessee driver's license and have a satisfactory driving record. Must possess a State of Tennessee Grade II Water Distribution and a Grade II Collections.

Physical Demands:

Must be willing to work outside under varying climatic conditions and work overtime on an extended shift or off hours as needed. Must possess physical characteristics to perform critical job duties, including the ability to lift and carry tools and equipment weighing up to 50 lbs. While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.