



AN EQUAL OPPORTUNITY EMPLOYER

Employee Job Description

Distribution Assistant Superintendent

Reports to: Distribution Superintendent
Classification: Hourly (non-exempt)

Department: Distribution
Grade: 12 \$30.02 – \$37.19/hr.

Summary of Responsibilities:

Responsible for assisting with the managing and directing of the Water Distribution System and Distribution Department Staff.

Essential Duties:

- Supervise assigned staff and provide training, mentoring and evaluation.
- Assign and assist with the daily work load including new line installations, main line repairs, fixing line leaks, and customer and meter services.
- Provide crews with assistance for any special or one-off issues.
- Resolve customer concerns regarding water services, leaks, service problems, clean-up and restoration of property and damage to property.
- Conduct periodic inspections of distribution system including tanks, booster stations, pressure reducing stations, and hydrants.
- Oversee contractors and subcontractors to insure timely completion, adherence to specifications and plans, quality of workmanship and quality of material.
- Assist with strategic planning and emergency preparedness.
- Assist department head with the interviewing and hiring processes.
- Ensure that company policies are being implemented and enforced.
- Other duties may be assigned as required.

Qualifications:

To perform this job successfully, an individual must be able to demonstrate performance of each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Any combination of training and work experience, which indicates possession of the skills, knowledge and abilities to perform the job duties successfully such as a Bachelor's degree or an Associate's degree or equivalent from a two-year college or technical school, and/or a combinations of education and experience. A minimum five years progressive related experience in water utilities is required. A CDL License and a Class II Water Distribution (or Water Supply) license is required. Must have demonstrated leadership and management skills and possess ability to work as a team member and cooperate with others on projects. Basic computer skills and experience with Microsoft Office required.

Must be able to perform manual labor, be willing and able to work in adverse weather conditions, work overtime, be available for on-call and go on "call outs" as needed. Must maintain an acceptable driving record.

Physical Demands:

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 accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to stand and use hands to finger, handle, or feel. The employee is occasionally required to walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

We offer an excellent benefit plan that includes health, dental, vision, life and disability insurance. Paid time off benefits include personal time, sick time, and vacation time. In addition to our pension plan we a 401(k) and a Roth Plan.

Submit your resume and cover letter to:

information@delcowater.com

Del-Co Water Co., Inc.
6658 Olentangy River Rd
Delaware, OH 43015

Deadline to Apply: January 25, 2019