



Town of Jamestown

JOB DESCRIPTION: Assistant Superintendent- Water Treatment Facility

Job Title: Assistant Superintendent	Type of Position: Full-Time
Unit/Division: Water Treatment Facility	Reports to: Director of Public Works
Review: Every Two Years	Last review date: 5/1/2023

GENERAL DESCRIPTION

This is responsible highly skilled work in the operation and maintenance of the water division facilities under the supervision of the Water Superintendent and the Public Works Director. This position will also be responsible for the water treatment facility during weekend on call shifts and in the absence of the Water Superintendent.

DUTIES AND RESPONSIBILITIES

1. The Assistant Water Superintendent will be responsible for the distribution facilities for the water department.
2. Operates, monitors and installs distribution equipment including but not limited to valves, pumps, distribution piping, fire hydrants, meters, services, and performs maintenance of buildings and grounds that affect the water distribution system.
3. Responsible for the facility Cross Connection Control program and backflow device testing program.
4. Must respond to emergency call after hours.
5. During weekend on call shifts and in the absence of the water superintendent , this position will be responsible for the operation of the water treatment facility which will include testing condition of water entering filtration plant; adds or adjusts amounts of purifying chemicals, such as chlorine, alum and lime to the water supply; test water at town offices; operates and maintains all equipment including pumps, filters, valves, chlorinators, chemical feeders, computers, laboratory equipment, air compressors, blowers and computers.
6. Performs laboratory analysis for process control, state reports and quality control and quality assurance requirements.
7. Records statistical data on plant operations, process control, write print and/or interprets reports as necessary.

8. Collects samples for analysis and prepare necessary paperwork and ship samples out to respective labs
9. Assists in calibrating, modifying, or repairing instrumentation, control equipment, and test equipment including SCADA computer, programmable logic controllers, remote telemetry units, transducers, flow meters, recorders and electronic test equipment.
10. Monitors chemical inventories and chemical feed systems and makes adjustments as necessary.
11. Must be knowledgeable of utility regulation, operation, and management.
12. Must have thorough understanding of professional skills required to maintain water supply, water treatment, and delivery systems.
13. Must have knowledge of the operation of mechanical and electrical equipment used in water treatment filtration, pumping and distribution
14. Must be able to generate innovative ideas, make important decisions and work harmoniously with staff at all levels.
15. Must be able to communicate clearly and concisely both orally and in writing.
16. Must be able to work the public and other employees.
17. Performs related work as required.

JOB REQUIREMENTS

1. Graduation from a four-year college/ university with courses in biology, chemistry, environmental science, and/or engineering desired for a minimum of five (5) years' experience in the various divisions of a water supply's system.
2. Must be certified by the State of Rhode Island as a Class 2 Water Supply Transmission and Distribution Facilities Operator within 6 months of employment.
3. Must be certified as a Class 3 Water Treatment Plant Operator or be an Operator-in-training within 6 months and a licensed Operator within 18 months from the date of employment.
4. Any equivalent combination of education and relevant experience can be considered.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS

The employee is required to use hands and fingers to handle, feel or operate objects, tools or controls and reach with hands and arms. The employee is frequently required to stand, walk, talk, see, hear, sit, climb, balance, stoop, kneel, crouch, crawl, and smell.

This employee occasionally works in high or precarious places and is occasionally exposed to fumes and airborne particles. There is a risk of electric shock and vibration. The employee must frequently lift and/or move up to 100 pounds and occasionally lift and/or move up to 300 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus. The employee is required to use a boat for maintenance of the surface water reservoirs. The employee is frequently exposed to toxic or caustic chemicals. The noise level in the work environment is usually moderately loud.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Must be able to perform all essential functions of the job. Other duties may be required by the Public Works Director.