

**City of Centerville**  
**Job Description**

**Job Title: Assistant Utility Superintendent**  
**FLSA Status: Non-Exempt**  
**Reports to: Utility Superintendent**  
**Revision Date: 11/2024 Full Time Position**

**Department: Water and Sewer**

**JOB SUMMARY:**

This is a responsible supervisory position assisting in the day-to-day operations and workings of the Water and Sewer Departments. This work involves managing the construction, maintenance, and repair of the City's Utility and Street operations. It involves the use of independent judgment in the interpretation, application, and enforcement of laws, regulations, and policies pertaining to the City's Utility Services. Work is performed under the general guidance of the Utility Superintendent.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**MAJOR DUTIES:**

*The following duties are representative of the work required for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

- Supervises all outside employees within the Utility and Street Department.
- Performs managerial and technical work in the construction, design, and maintenance of the water and sewer distribution systems.
- Responsible for overseeing all day-to-day activities associated with the Utility and Street Department.
- Inventories and orders supply for the Utility and Street Departments.
- Operates and maintains heavy equipment.
- Ensures that water and wastewater treatment plants are functioning properly.
- Evaluates progress associated with construction of all new projects.
- Inspects the installation of all new water and sewer lines.
- Ensures that requests for utility locates are provided to the property owner in a timely manner.
- Ensures that work orders are completed satisfactorily within the necessary timeframe.
- Ensures that all City equipment is properly maintained to enable employees to safely and efficiently perform all tasks associated with their jobs.
- Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of operations of water, wastewater, and street installation, expansion, and maintenance.
- Knowledge of federal and state regulations governing water and wastewater operations.
- Knowledge of materials necessary to complete construction and rehabilitation projects.
- Knowledge required to maintain heavy equipment.
- Knowledge of City layout and population patterns.
- Ability to interpret design plans on utility construction projects.

- Ability to perform responsible managerial work in the construction and repair of streets, roads, and bridges.
- Ability to operate and maintain heavy equipment.
- Ability to express ideas clearly and concisely, both orally and in writing.
- Ability to effectively coordinate, train, and supervise subordinate personnel.
- Ability to establish and maintain effective working relationships with subordinate employees, other City staff, and the general public.

**MINIMUM TRAINING AND/OR EXPERIENCE TO PERFORM ESSENTIAL JOB FUNCTIONS:**

The Assistant Utility Superintendent shall possess the ability to read, write, and perform mathematical calculations at a level commonly associated with the completion of high school or its equivalent. The Assistant Utility Superintendent must have the ability to obtain a Class 3 Water Operator license (with-in one year) and a Class 2 Water Operator (with-in 2 Years) issued by the State of Georgia. Additionally, the incumbent should possess experience in progressively responsible utility positions including supervisory experience. The incumbent must possess or can obtain a valid Georgia Driver's License.

**SUPERVISORY CONTROL AND RESPONSIBILITIES:**

The Assistant Utility Superintendent is responsible for all crews working in the City of Centerville's Water and Sewer Department. The incumbent will be responsible for assigning both routine and non-routine assignments to all personnel within the department. The Assistant Utilities Superintendent reports directly to the Utility Superintendent.

**TRAVEL:**

The Assistant Utility Superintendent may be required to travel to meetings held throughout the state to maintain certifications and to attend continuing education functions. The Assistant Utility Superintendent must possess and maintain a valid driver's license and must have access to reliable transportation. The Assistant Utilities Superintendent may be required to attend meetings that occur during the evenings, and/or during the early morning, or during off-duty hours.

**GUIDELINES:**

The Assistant Utilities Superintendent utilizes regulations and data set forth in accordance with the City of Centerville Personnel Manual, City Council guidelines, and applicable federal, state, and local laws.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**LANGUAGE SKILLS:**

Ability to read, interpret and communicate basic instructions and technical manuals. Ability to write and convey information through notes and other documents. Ability to speak effectively to transfer information from one source to another. The incumbent must also be able to inform individuals of laws and procedures in a non-threatening manner.

**MATHEMATICAL SKILLS:**

The incumbent must have the ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. The Assistant Utilities Supervisor must also be able to compute rate, ratio, percentage, and be able to draw and interpret various graphs.

**COMMUNICATION SKILLS:**

Must be able to communicate orally and in written form in order to give or obtain information and provide service. Contacts are typically made with the general public, other city employees, contractors, vendors, state and federal entities, and others.

**REASONING ABILITY:**

Ability to apply common sense and understanding to carry out instructions furnished in written and oral format. The incumbent must also possess the ability to deal with unique problems in non-standardized situations.

**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 stand, sit, stoop, bend, lift, or carry heavy objects up to and exceeding 50 pounds.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions. The work environment is typically outdoors where exposure to natural elements, moving equipment, heavy objects, dirt, dust, noise, and vibrations.

*I, the employee, understand that this document is not to be construed as a contract, either implied or explicit. All information contained herein is merely an attempt by the City of Centerville to explain the essential duties that I am expected to perform. I understand that, at my supervisor's discretion, additional duties and responsibilities may be placed upon me at any time.*

*Employee's Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Supervisor's Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_