



DEPARTMENT OF

# WATER WORKS

## Utilities Assistant Superintendent

**Salary:** \$63,495

**Type:** Full Time

**Benefits:** Full Benefits

**Closing Date:** Open until filled

### About Water Works

The Department of Water Works is responsible for the City water and wastewater systems and treatment facilities. The Department has two Divisions, Water and Wastewater, with a total staff of 50 professionals. The Department is responsible for the treatment and delivery of potable water to City homes and businesses, storage of water and maintenance of a network of piping, valves, and hydrants for fire protection, collection of wastewater and conveyance to a state of the art treatment facility to protect public health.

### Profile

Under the general supervision of the Utilities Superintendent, assists with management and planning of the maintenance and operations of the public water distribution, wastewater collection system, and storm water system. Develops and implements safety and emergency response programs and ensures OSHA compliance. Department responsible for valve replacement, main and service line flushing, and internal point repairs and lining.

### Preferred Education

High School Diploma or GED

### Preferred Experience

Personnel management, regulatory compliance and documentation experience.  
Four years field experience.  
Two years of supervision experience.

### Requirements/Certifications

Valid Driver's License.  
Class B CDL license.  
Maryland Water Distribution (D1) Certification.  
Maryland Wastewater Collection (C2) Certification.  
Ability to obtain Maryland Superintendents Certifications within one year.

### How to Apply

**1 Visit [salisbury.md/apply](http://salisbury.md/apply)**

**2 Submit City application, cover letter, and resume**

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. The City may consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.

# City of Salisbury, MD

## Classification Description

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Classification Title: Utilities Assistant Superintendent

Grade: M5

Department: Water Works – Utilities

FLSA Status: NE

Date: 4/1/2024

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**Position Profile:** Under the general supervision of the Superintendent, The Assistant Superintendent assists with management and planning of the maintenance and operations of the public water distribution, wastewater collection system and storm water system. Performs other assigned duties.

### **Duties and Responsibilities**

**Administrative Planning/Task Completion:** Helps the Utilities Superintendent in overseeing the operation and maintenance of the Utilities division.

- Assists with the day-to-day management of the maintenance and repair of utility facilities, equipment and machinery.
- Responsibilities include the maintenance, repair, operations, and expansion, mapping testing, of water distribution, sewer collection and storm water system.
- Analyze trends to determine current and future capacity.
- Assists with the development of plans to facilitate additions, and modifications to existing water distribution, wastewater collection and storm water systems.
- Works with engineers, and project managers regarding water distribution, wastewater collection and storm water projects.
- Interprets and provides guidance on new regulatory requirements that impact the City.
- Directs and monitors work of subordinate staff.
- Assists with budget preparation, and monitors expenditures.
- Prepares a variety of reports and correspondences.
- Develops and implements safety and emergency response programs, and ensures OSHA compliance.
- Develops and implements preventive maintenance programs.
- Supervises and trains staff, and makes recommendations for new equipment.

**Skills Proficiency/Technical:** Skillful in tools, hardware, software, and equipment.

- Knowledge of City of Salisbury's policies and procedures.
- Act as a representative of City of Salisbury to the public.
- Knowledge of division policies and procedures and City regulations and guidelines.

- Effectively plan and implement the division's short- and long-range goals.
- Knowledge of water distribution and wastewater collection operations and maintenance practices.
- Knowledge of state and federal environmental rules governing wastewater distribution and collection.
- Accurately prepare and maintain reports and records.
- Effectively motivate and guide employees. and
- Effectively communicate and maintain effective working relationships with other staff members and members of the public.

**Leadership/Team Player:** Provides strong guidance and oversight. Maintains working relationship with Supervisors and Department staff.

- Assists with the day-to-day management of the maintenance and repair of utility facilities, equipment and machinery.
- Directs and monitors work of subordinate staff.
- Supervises and trains staff, and makes recommendations for new equipment.
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- Effectively motivate and guide employees. and
- Effectively communicate and maintain effective working relationships with other staff members and members of the public.

**Stewardship/Resources:** Safeguards equipment, supplies, and materials.

- Manages workflow of self during shift operations to ensure effectiveness.
- Maintains various reports and documents.
- Knowledge of purchasing rules and regulations.
- Maintains working relationship with vendors.

**Professional Development:** Participate in opportunities to earn or maintain professional credentials and certifications.

- Continue to attend relevant meetings and trainings.
- Keeps abreast of new processes and equipment by reading articles, directives, operations notes and attending meeting, seminars and workshops.

### **Performance Expectations**

- **Communication:** Articulates thoughts and ideas clearly and effectively to exchange information. Listens to others and provides useful feedback.
- **Work Ethic:** Demonstrates personal accountability, effective work habits, integrity and ethical behavior.
- **Teamwork:** Works well as a part of a team through respectful and collaborative relationships with colleagues, customers, affiliates and stakeholder groups.
- **Problem Solving:** Improves, designs, refines, finds and invents criteria to combine in order to resolve problems. This combines creative and critical thinking.
- **Initiative:** Takes charge before others do and/or without being instructed.

### **Education and Experience**

- Four years of experience in the operation and maintenance of water distribution, wastewater collections and storm water systems.
- Two years of supervision experience.
- Valid Driver's License
- Class B CDL driver's license with tanker and airbrake endorsements
- State of Maryland Water Distribution (D1) Operator
- State of Maryland Wastewater Collection (C2) Operator certificate.
- Obtain State of Maryland Water Distribution (D1) Superintendent certificate and wastewater collection (C2) Superintendent certificate within two years of employment.

### **Physical Requirements**

- Work requires occasional physical effort in the handling of materials up to 40 pounds and/or continual standing or walking 60%+ of the time.
  - Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting and training rooms, e.g., use of safe work place practices with office equipment, avoidance of trips and falls, and observance of fire and building safety regulations.
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The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.