

**Purpose:**

The Assistant Water and Wastewater Superintendent serves one department within the Town of Richmond. The Assistant Water and Wastewater Superintendent provides assistance Water and Wastewater Superintendent who is responsible for the supervision and operation of all aspects of the Water and Wastewater Department. This position is supervised by the Water and Wastewater Superintendent.

**Essential Functions:**

- Assist in supervising all Water and Wastewater Department contractors and any personnel involved with the operation or improvement of any water/wastewater facility.
- Record keeping including but not limited to collection system records, State-required operation documents, personnel files, daily logs, and lab work.
- Assist in developing and managing the annual Departmental budget.
- Oversee and provide process control in daily operation of all facilities.
- Oversee and control of all repair work requiring detailed knowledge of the facilities.
- Public relations.
- Provide prompt emergency response to coordinate staffing and repair of system failures.
- Adheres to all Town policies, OSHA regulations and labor laws.

**Non-Essential Functions:**

- In coordination with the Superintendent, help manage Operation of all other aspects of the facilities.
- Participate in and help coordinate Emergency work with other Town Departments.
- Other duties as assigned.

**Job Standards/ Accountability:**

The primary job function is to work with the Water and Wastewater Superintendent in ensuring the efficient operation of the Water and Wastewater facility. The quantity and quality of work performed will be reviewed on a regular basis by the Water and Wastewater Superintendent.

**Working Conditions:**

Physical requirements include the ability to operate heavy machinery and equipment such as pumps, blowers, and electrical controls, and operate technical equipment including computers, lab equipment, and field testing equipment. Must be able to work in all outdoor weather and effectively operate under stress in emergency situations and multi-task responsibilities.

**Qualifications:**

- College degree or an equivalent combination of work experience and education.
- Possess or be able to attain within one year of hire a Class IIIB Water System Operator's license.
- Possess or be able to attain within one year of hire a Grade IV Pollution Abatement Facility Operator's Wastewater license.
- Possess or be able to attain within one-year other licenses as required by State Statute.

**Disclaimers:**

- The above information is intended to describe the general nature of this position and is not to be considered a comprehensive statement of duties, activities, responsibilities and requirements. Additional duties, activities, responsibilities, and requirements may be assigned, with or without notice, at any time.
- This job description is not an employment contract nor is it a promise of work for any specific length of time.

EMPLOYEE: \_\_\_\_\_ DATE: \_\_\_\_\_