

# MIDDLESEX WATER COMPANY ENTERPRISE

## - JOB OPENING -

### **SUPERINTENDENT OF DISTRIBUTION AND COLLECTION – FULL TIME POSITION**

*USA PA – Perth Amboy, New Jersey*

#### Company Overview:

USA-PA operates the City of Perth Amboy's water and wastewater systems under a 10-year agreement. USA-PA serves approximately 20,000 customers, most of whom are served by both the water and wastewater systems.

#### Job Summary:

Under the direction of the Director of Operations, the Superintendent of the Distribution and Collection System is responsible for the maintenance, construction and oversight of the distribution and collection systems facilities.

#### Work Performed:

1. Responsible for distribution safety skills, training and implementation of OSHA Subparts.
2. Direct, supervises and helps coordinate the maintenance, repairs and construction operations of the distribution and collection system.
3. Direct and supervises the maintenance of the units through the development of cost effective preventative and planned maintenance programs for the proper maintenance and up keep of all pertinent equipment and system appurtenances.
4. Assist the Director of Operations with the development and implementation of procedures and programs required to assure compliance with all State, Federal and Municipal Statues and regulations pertaining to water and wastewater utilities including but not limited to:
  - Safe Drinking Water Act
  - Clean Water Act
  - Worker's and Community Right to Know Act

## Work Performed (continued):

5. Provide assistance and supervises the development and implementation of distribution system water quality monitoring programs.
6. Assist the Director of Operations with the development and implementation of cost effective programs to improve the operations, maintenance and safety of the distribution and collection system.
7. Responsible for the cost effective purchasing of equipment and materials pertaining to the distribution and collection systems in accordance with Company and City policies and procedures.
8. Assist the Director of Operations with the development of capital and operating budgets for both the distribution and collection systems and implements and adheres to the approved budgets.
9. Assists the Director of Operations with the preparation of drawings and specifications for capital projects and the solicitation of bids or proposals.
10. Assist the Director of Operation in the preparation of Request for Proposals for the solicitation of Professional services.
11. Reviews and provides input on the design for new production/treatment, distribution and collection facilities, equipment or the modifications of same.
12. Oversees work done by outside contractors as assigned.
13. Assist the Director of Operations in the development of standard Operating Procedures (SOPs) and the revisions to existing SOPs for both the distribution and collection systems.
14. Supervises the distribution and collection system foremen and meet daily with the foremen to review operations and maintenance/repairs progress.
15. Assists the Director of Operations in the performance evaluations of the distribution and collection systems personnel and makes recommendations for training needs.
16. Develop and implement contingency plans for the maintenance of service and water quality under emergency conditions.

Work Performed (continued):

17. Cooperates with Municipal officials on matters pertaining to the distribution and collection systems.
18. Maintain an up-to-date knowledge of all current regulations pertaining to the distribution and collection systems including CSO rules and regulations, and makes recommendations to the Director of Operations for changes needed to assure continual compliance with said regulations.
19. Reviews and provides input on the design for new or modifications of existing facilities.
20. Provides technical support to the other departments and subsidiary companies as needed.
21. Performs on-call and after hours supervisory duties as required.
22. Assists the Director of Operations with conducting special studies and/or investigations as may be needed to accomplish the goal of the City and/or company.
23. Coordinate work with other operating units, both within the company and the City.
24. The oversight of the facilities including establishing and updating operating and safety procedures; training and development of personnel; maintenance of safe working conditions; and the compliance with Federal, State and Municipal regulations.
25. Have knowledge and be able and qualified to operate if necessary all equipment used in the maintenance and repairs of the distribution and collection systems.
26. See that any mechanical deficiencies on the equipment are corrected as soon as possible. See that all equipment is properly maintained and cleaned at all times.
27. Responsible for purchasing and maintaining an inventory of parts and materials.
28. Preparation of complete and accurate paperwork for company record keeping.
29. Assist in the training of OSHA subparts and other required training to the employees as needed.

### Work Performed (continued):

30. Maintains productivity, safety and overall work progress during temporary, short-term absences of the Foreman.
31. Other tasks as assigned by the Director of Operations.
32. Attend or conduct monthly safety meetings with the distribution foremen and crew.
33. Conduct monthly safety meetings with collection foremen and crew.

### Qualifications:

- Engineering Degree from an accredited college required P.E. preferred.
- Demonstrates thorough knowledge of tools, equipment, maintenance and operations of the distribution and collection systems.
- 10 years of progressively increasing responsible experience in the area of distribution and collection system operation/maintenance and at least 3 years of which must be dealing with the management and supervision of people.
- Driver's License valid in NJ.
- Available to work after hours on an emergency or on-call basis.
- Willingness to work outdoors on a year –round basis
- Excellent attendance record
- Ability to work unsupervised and demonstration of supervisory skills.
- Completion of Competent Person training
- Ability to speak, read, write and understand English at a High school level of proficiency. The ability to speak and understand Spanish is highly desirable.
- Possession of a W-4 and C-4 License issued by the State of New Jersey or the ability to obtain them within 7 years of employment.
- An intermediate level of proficiency in the use of computers and computer software such as Excel, Word and Power Point.
- Demonstrated project management experience.

Physical Requirements:

- Ability to lift 50 pounds
- Ability to climb in and out of trenches
- Ability to work with and around chemicals
- Work outdoors
- Ability to enter in confined spaces
- Normal visual acuity, normal dexterity, normal hearing ability.

**You can submit your resume and salary requirements by: e-mail to [HRG@middlesexwater.com](mailto:HRG@middlesexwater.com) by fax to 732-638-7667 or by mail to HR Generalist, Middlesex Water Company, 1500 Ronson Road, Iselin, NJ 08830.**

**No Phone Calls Please.**

**Candidates must possess authorization to work in the United States.**

**Middlesex Water Company and its' subsidiaries are an Equal Opportunity Employer.**

**Candidates must be able to pass a Drug Screen, Pre employment physical and background check and have a valid driver's license.**