



Operations Assistant Supervisor

Position Classification: Non-union; Non-exempt

RESPONSIBILITIES

The primary responsibility of this position is to perform daily operations for supervision of the functions of the Operations Division. The functions include distribution, treatment and pumping operations and maintenance and repairs of drinking water works along with grounds and fleet maintenance. These duties are shared with other Operations Division supervisory level staff.

This position performs work under the direction of the New Jersey Department of Environmental Protection (NJDEP) Level 4 Public Water Treatment and Distribution Licensed Operator of Record (LOR) and Level 2 Industrial Wastewater Treatment LOR, in accordance with all applicable regulatory requirements.

This position is in training to fulfill the licensing requirements of the NJDEP in order to obtain Minimum Level 1 Public Water Treatment System and Distribution System – Operator licenses.

ESSENTIAL FUNCTIONS

- Administrative tasks associated the production of compliance and other types of reports, etc.
- Fiscal tasks associated with the production of purchase requisitions, tracking expenditures on purchase orders, contract management, etc.
- Human resource tasks associated with supervision of assigned staff; develop staff training programs; staff training; enforcement of Authority human resource, health, safety and security policies and standard operating procedures; etc. Approximately 20 staff are assigned to the Operations Division, where supervision of these staff is shared among supervisory staff assigned to the Division.
- Supervise operations, maintenance and repair activities associated with the Authority's surface and groundwater water treatment (membranes, carbon, air stripping, manganese removal, disinfection, solids management, etc.), storage, pump and let-down station facilities.
- Supervise distribution operations, maintenance and repair of pipe, valves, hydrants, meters, etc. and programs associated with utility locate, leak detection, cross connection control, system connections, flushing programs, etc.
- Supervise maintenance and repair activities of the Authority's facilities, grounds and fleet.

- Order equipment, supplies, etc. and manage inventories.
- Functions of this position include work assignments in the ambient atmosphere including extreme cold, hot, wet or other inclement weather conditions. Scheduled 24/7 standby duties with an approximate 60 minute on-site response time. Scheduled work assignments and non-scheduled emergency call-outs, on non-standard work days and/or work hours, including nights, weekends and holidays. Standby and response to emergency call outs is a core function of this position.
- Related and other duties. This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

AUTHORITY

This position is a direct report to the Operations Superintendent, or assigned alternate. The position requires supervision of staff, requires interaction with the general public and local, County, State and Federal public agency representatives. The position requires routine interaction and coordination of duties with the Engineering, Water Quality, Information Technology and Finance Divisions of the Authority.

REPORTING

This position will be assigned to work at the Authority Headquarters located at 19 Saddle Road in Cedar Knolls, New Jersey, 07927. The general assigned work hours are from 7:00 a.m. to 4:00 p.m. with a one-hour non-paid lunch. The start and finish times of a work day may vary depending on Authority needs.

Office assignments will be supplemented with Authority field work activities.

QUALIFICATIONS

As a condition of employment, after an offer has been issued but before employment has commenced, the applicant must successfully complete an illegal substance test, background check, motor vehicle check and a physical/ functional capacity exam (FCE) based on the attached job specific Functional Capacity Requirements (FCR).

LICENSES AND CERTIFICATION

1. Maintenance of a New Jersey Basic Driver's License.
2. Under the direction of the Authority's Laboratory Manager, maintain certification as a Supervisor of certified methods for total coliform/E. coli and free/total chlorine, or obtain within 12 months of the date of employment.

3. Complete the NJDEP's Introduction to Water and Wastewater Course, or approved alternate, within twenty (20) months of hire date.
 - a. Take the NJDEP Public Water Treatment System—Operator License Class T-1 and Distribution – Operator License Class W-1 licensing exams on the earliest exam date as possible after completion of the Introduction to Water and Wastewater, or equivalent, certification course, and achieving the required experience. Three (3) sequential attempts to pass the licensing exams will be provided where additional attempts will require written approval of the Executive Director.

EDUCATION

1. US accredited high school diploma or equivalent. Higher level degree or certification, or approved equivalent experience, in an approved field of study such as that obtained from a vocational or trade school, the US military, construction or other industrial fields, engineering technology, management, etc.
2. Obtain Microsoft Office Specialist Certifications, or approved alternate, where three (3) sequential attempts to obtain the certifications will be provided where additional attempts will require written approval of the Executive Director:
 - a. Microsoft Operating System Fundamentals, Word and Excel within six (6) months of the date of hire.
 - b. Outlook and Power Point within 12 months of the date of hire.

SKILLS

1. Demonstrated proficiency in leadership and supervision. Must be proactive, strategic, detail oriented and encourage staff development. Candidate must also demonstrate common courtesy and respect to all employees, customers, vendors, and public—even under the most difficult situations.
2. The person serving in this position is expected to maintain up-to-date skill sets to remain current with best available technologies.
3. Five (5) or more years in the operation, maintenance and repair of public water systems, or approved experience in a related field; including one (1) or more years in a supervisory capacity.
4. Excellent comprehension, written and oral skills in English so that involved and complicated instructions and technical texts can be read, understood, produced and communicated to staff.

5. Demonstrated proficiency in:
 - a. Personal computing applications such as Microsoft Office, industrial control systems (SCADA) and computerized maintenance management applications (facilities, equipment, grounds, fleet, fuel, etc.), or related applications.
 - b. Reading instrumentation and control, electrical, mechanical and structural drawings.
 - c. Troubleshooting of electrical, mechanical, hydraulic, pneumatic, thermal, and process and instrumentation controls.
6. Ability to work harmoniously with co-workers, supervisors, managers, and the public.
7. Ability to demonstrate understanding and satisfactory compliance of Authority policies, procedures, practices, processes and essential functions.
8. Travel, including overnight and weekend stays, as needed to attend professional related seminars, conferences, etc. Travel may be local, regional or within the Continental US.

Attachment: Functional Capacity Requirements (Revision Dated 04/26/17)

FUNCTIONAL CAPACITY REQUIREMENTS

TITLE:	IT Manager IT Infrastructure Assistant Supervisor Junior Finance Clerk Operations Assistant Operations Assistant Supervisor Operations Superintendent Program Coordinator, Supervisor Senior Engineer Superintendent Water Quality/Regulatory Specialist	PREPARED BY:	C. Mercado	DATE PREPARED/REVISED:	04/26/17
DIVISION:	General Office	DEPARTMENT:	Administration Customer Svc. Finance Engineering Operations	APPROVED BY:	K. Crawford, C. Mercado

JOB-RELATED PHYSICAL ACTIVITIES	DETAILS	RARELY (up to 5 mins of total work time)	SELDOM (6-29 minutes daily)	OCCASIONALLY (30 minutes to 2 1/2 hours per day)	FREQUENTLY (2 1/2 to 5 1/4 hours per day)	CONTINUOUSLY (5 1/4 hours or more per day)	Weight Amounts, if applicable	Notes
Balance	To maintain body equilibrium on narrow or inclined surfaces.	✓						
Bending	Flexion of the upper trunk forward while standing and knees extended or knees flexed when sitting.			✓				
Carrying	To hold or rest weighted objects (<i>indicate weight</i>) directly on hands, arms, shoulders, or back while walking from one location to another.			✓			≤ 15 lbs	
Climbing	Ascending or descending ladders, stairs, scaffolding, ramps, using feet and legs and/or hands and arms.			✓				
Crawling	Moving body slowly in a prone position on hands and knees flexion, with arms extended and elbows bent.							
Crouching	Bending downward and forward by bending the legs and spine		✓					
Driving	The controlled operation and movement of a land vehicle, such as a car, truck or bus (<i>indicate manual or automatic</i>)				✓ automatic			
Fingering	Picking, pinching, typing or otherwise working, primarily with fingers, rather than the whole hand or arm as in handling.				✓			
Grasping	To handle, clasp or embrace with both arms, hands fingers. Applying pressure to an object with fingers and palm.		✓					
Kneeling	Maintaining the body in an erect posture while resting body weight on one or both knees.		✓					
Lifting	Raising objects from a lower to a higher position or moving objects from position to position.		✓				≤ 15 lbs	
Pulling	Exertion of force to draw an object towards oneself in a particular direction or position.		✓				≤ 15 lbs	
Pushing	Exertion of force on or against an object (<i>indicate weight/size</i>) to move it from one location to another		✓				≤ 15 lbs	
Reaching	Extending the hands and arms in any direction		✓					

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Reaching Above Shoulder	To extend either arm to reach from shoulder level to overhead.		✓					
Repetitive Motions	Substantial movements (motions) of the wrists, hands, and/or fingers.				✓			
Sitting	Resting of the body weight in a seated position while engaging in a single activity				✓			
Squatting	Maintaining the body in an erect position with full flexion of the knees		✓					
Standing	Maintaining the entire body in an erect posture without change in location			✓				
Stooping	Flexion of the upper body forward at the waist with partial flexion of the knee.		✓					
Trunk Twisting	Rotation of the neck or trunk to the right or left from a neutral position while sitting or standing			✓				
Walking	Moving the entire body from one location to another using a heel to toe gait.			✓				