

Assistant Superintendent Job Description

Reports to:

ACRSD Superintendent

Salary:

Exempt:

Essential Functions:

- Monitor & maintain ACRSD pump stations.
- Locate & mark ACRSD buried lines as requested by 811.
- Handle daily inquiries from internal and external customers on a 24-7 basis as needed.
- Maintain all ACRSD equipment and property as needed.
- Inspect & facilitate new connections as required by ordinance; enforce ordinances as needed.

Qualification Requirements:

- Ability to read and understand blue prints and specs.
- General computer operation, specifically familiarity of Microsoft Office software.
- Office machines, such as scanner, computer, copier, and of office practices and procedures.
- Ability to maintain a pleasant and courteous demeanor working in a fast-paced environment.
- Establish and maintain an effective working relationship with all levels of management, city and county officials, vendors, other employees, and the general public.
- Communicate effectively in person, by telephone, and by e-mail with all levels of management, city and county officials, vendors, other employees, and the general public.
- Meet deadlines and perform multiple tasks under pressure.
- Effectively respond to a stressful or high-pressure environment.
- Work in multi-task environment.
- Basic ability to read and requires the basic knowledge of grammar and spelling.
- Basic mathematical skills.
- Able to perform multiple tasks efficiently and apply knowledge of procedures to full essential job duties.
- Ability to organize, prioritize, and carry-out duties with minimal supervision.
- Ability to follow safety protocol.

Education/Experience Required:

- GED/High School Diploma

Other Requirements:

- Valid driver's license

Preferred Certification:**Supervisory Responsibilities:****Working Conditions:**

The work condition characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- May include flexible hours, including weekends, holidays and some after-hours work or overtime work in response to emergencies.
- Stressful situations are inherent to this position.

Physical Requirements:

The physical requirements described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to move about job site or resident's property, bend or stoop, climb in and out of holes, pull pumps, inspect homes and connections and lift equipment of 100 pounds.
- Must be able to handle stressful situations.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

This description reflects management's assignment of essential functions; it does not proscribe or restrict the tasks that may be assigned.

This description is subject to change at any time.

