



Water Quality Assistant Supervisor

Position Classification: Non-union; Non-exempt

RESPONSIBILITIES

The primary responsibility of this entry-level position is to perform daily operations for supervision of field staff sample collection, field analyses and laboratory bench analyses along with quality assurance and quality control functions of the laboratory bench-scale methods and regulatory compliance reporting. Regulatory compliance reporting consists mainly of that required under the State and Federal Safe Drinking Water Act (SDWA).

The duties of this position are performed as a requirement 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, or assigned alternate, in accordance with all applicable regulatory requirements including NJAC 7:10/10A. In addition, these duties are performed under the direction of the Laboratory Manager of Record as defined under NJAC 7:18.

ESSENTIAL FUNCTIONS

- Develop, maintain and implement required standard operating procedures for sample collection, analyses, data management, sample tracking and regulatory and other reporting. As example, samples collected include reservoir, stream, groundwater, unit treatment process, distribution system and customer complaint samples.
- Respond to and investigate customer complaints, including the collection of water quality samples and analysis of field water quality data.
- Utilize required IT applications for data management, review and report production.
- Perform duties in accordance with NJAC 7:18 for supervisors of certified laboratory methods; the training of field staff in the performance of sample collection, analyze immediate field parameters and laboratory analysis methods.
- Administrative tasks associated with 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.

- Order equipment, supplies, etc. and manage inventories.
- 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.
- 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 Water Quality Supervisor, Water Quality Superintendent, or assigned alternate, and is assigned to the Water Quality Division. 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, Information Technology, Operations 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. Obtain certification as a Supervisor of certified methods for total coliform/E. coli and free/total chlorine, within 12 months of the date of employment.

EDUCATION

1. A US accredited Associate or Bachelor Degree in science.
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. Access, 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 with demonstrated ability to work under minimal supervision, utilize strong interpersonal skills (e.g. tact, diplomacy, cooperation, negotiation, etc.) and perform at a high level of initiative, using good judgment and discretion.
2. Zero (0) to two (2) years of supervisory experience or similar leadership position.
3. The person serving in this position is expected to maintain up-to-date skill sets to remain current with best available technologies.
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. Excellent organizational skills including the ability to plan effectively.
6. Intermediate proficiency in Microsoft Office applications, including the ability to develop complex Excel spreadsheets including complex calculations and trending of data.
7. Ability to work harmoniously with co-workers, supervisors, managers, and the public.
8. Ability to demonstrate understanding and satisfactory compliance of Authority policies, procedures, practices, processes and essential functions.

9. 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 07/26/17)

FUNCTIONAL CAPACITY REQUIREMENTS FOR GENERAL OFFICE INCLUDING FIELD WORK

TITLE:	IT Manager IT Infrastructure Assistant Supervisor Operations Assistant Operations Assistant Supervisor Operations Superintendent Program Coordinator, Supervisor Senior Engineer Superintendent Water Quality/Regulatory Specialist	PREPARED BY:	C. Mercado	DATE PREPARED/REVISED:	Revised 07/26/17
DIVISION:	General Office	DEPARTMENT:	Administration Operations Engineering IT Lab/Water Quality	APPROVED BY:	K. Crawford, C. Mercado
CATEGORY WORK:	MEDIUM				

JOB-RELATED PHYSICAL ACTIVITIES	DETAILS	RARELY	SELDOM	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY	Weight Amounts, if applicable	Notes
		(up to 5 mins of total work time)	(6-29 minutes daily)	(30 minutes to 2 1/2 hours per day)	(2 1/2 to 5 1/4 hours per day)	(5 1/4 hours or more per day)		
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.			✓			≤ 40 lbs.	Use of Buddy system if carrying more than 50 lbs.
Climbing Ladders	Ascend/descend with gradual or continuous progress by oneself, using both hands and feet.	0-10 ft.		✓				
		10-20 ft.	✓					
		20-30 ft.	✓					
Climbing Stairs	Ascend/descend with gradual or continuous progress by oneself, using both hands and feet.			✓				
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			
Grasping	To handle, clasp or embrace with both arms, hands fingers. Applying pressure to an object with fingers and palm.			✓				
Keyboarding/Typing (motor coordination)	To move the fingers rapidly and accurately during keyboarding tasks.					✓		
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.			✓			≤ 40 lbs.	
Manual Dexterity	To move one or more hands rapidly and skillfully to perform gross grasping, placing and turning motions. Including handwriting.				✓			
Pulling	Exertion of force to draw an object towards oneself in a particular direction or position.			✓			≤ 40 lbs.	
Pushing	Exertion of force on or against an object (<i>indicate weight/size</i>) to move it from one location to another			✓			≤ 40 lbs.	
Reaching	Extending the hands and arms in any direction			✓				
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.				✓			

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		(up to 5 mins of total work time)	(6-29 minutes daily)	(30 minutes to 2 1/2 hours per day)	(2 1/2 to 5 1/4 hours per day)	(5 1/4 hours or more per day)		
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.			✓				