







-  19 Saddle Road
Cedar Knolls, NJ 07927
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Operations Assistant Supervisor

Non-Union; Non-Exempt

RESPONSIBILITIES

The position requires the performance of daily operations, field staff supervision, contract management, and maintenance of inventory and records as applicable to the Operations Division with a primary focus on daily operations. Asset management for this position includes preventative maintenance and repair functions of transmission and distribution system assets that include mains, valves, hydrants, meters, and related assets.

This position performs work under the direction of the New Jersey Department of Environmental Protection (NJDEP) Level 4 Public Water Distribution and Treatment Licensed Operators of Record (LOR).

ESSENTIAL FUNCTIONS

1. Under direction act as the lead for daily operations.
 - Staff scheduling and assignments.
 - Main, hydrant, valve, and meter repair and installations.
 - Leak detection.
 - Utility mark-out program.
 - Conduct staff training on associated inspection and related procedures.
2. Demonstrate comprehension of, and satisfactory compliance with, SMCMUA policies, procedures, practices, and processes.
3. Under direction administer daily support, troubleshooting, and asset management of transmission and distribution system and operations.
4. Under direction supervise staff in repair and preventative maintenance type activities and administrative functions.
5. Acquire basic applied knowledge and develop skills in the repair and preventative maintenance of transmission and distribution system assets (mains, valves, hydrants, meters, etc.).

6. Under direction administer service contracts such as those used for main, hydrant, and valve repair and installation, leak detection service contracts, etc., including contract administration, budget tracking, scheduling of work, and invoice approval.
7. Under direction maintain and order inventory for transmission and distribution system assets such as pipes, hydrants, valves, meters, testing equipment, etc. This includes the production of purchase requisitions, tracking expenditures on purchase orders, contract management, etc.
8. Maintain accurate and organized records.
9. Apply the use of information technology and equipment for troubleshooting and problem resolution.
10. Exercise limited judgment on details of work and in the application of standard methods for conventional work.
11. Receive close supervision on unusual or difficult problems and general review of all aspects of work.
12. Perform administrative tasks associated with the production of Division reports, compliance reports, records management, etc.
13. Participate in a key position on the Incident Command System Organizational Structure on an as-required basis following SMCMUA's responses to various types of incidents and acting in accordance with SMCMUA's All Hazards Incident Response Program.
14. Effectively respond to incidents and exhibit the capability of working outside of normal business hours.
15. Performs related and other duties, as assigned.

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.

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 a 60-minute on-site response time where standby schedules will be rotated evenly with other qualified supervisory staff. Scheduled work assignments and non-scheduled emergency callouts, on non-standard workdays and/or work hours, including nights, weekends, and holidays. Standby and response to emergency callouts is a core function of this position.

REPORTING RELATIONSHIPS & INTERACTIONS

This position is a direct report to the Operations Manager or assigned alternate. The position requires supervision of staff, 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 other Divisions of the SMCMUA.

AUTHORITY

The responsibilities of this position require administering proprietary and security information with confidentiality in accordance with Southeast Morris County Municipal Utilities Authority policy as well as applicable law.

WORK HOURS & LOCATION

This position will be assigned to work at the SMCMUA Headquarters located at 19 Saddle Road in Cedar Knolls, New Jersey, 07927. Pandemic or other conditions may require remote work. The general assigned work hours are within 7:00 a.m. to 4:00 p.m., Monday through Friday, with a one-hour non-paid lunch. The start and finish times of a workday may vary depending on SMCMUA's needs. Office assignments will be supplemented with SMCMUA fieldwork activities.

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.

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 & CERTIFICATIONS

- Maintenance of a New Jersey Basic Driver's License.
- New Jersey Department of Environmental Protection (NJDEP) Level 1 Public Water Distribution (W-1) license or demonstrated ability to obtain within an approved time period.

EDUCATION & EXPERIENCE

- 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.

- Three (3) 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.

SKILLS & COMPETENCIES

- Demonstrate proficiency in leadership and supervision. Must be proactive, strategic, and detail-oriented, and encourage staff development.
- Demonstrate ability to utilize strong interpersonal skills (e.g., tact, diplomacy, cooperation, negotiation, etc.) and perform at a high level of initiative, using good judgment and discretion.
- 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.
- Maintain up-to-date skill sets to remain current with the best available technologies
- Excellent organizational skills including the ability to plan effectively.
- Demonstrate proficiency in:
 - Personal computing applications such as Microsoft Office, Esri applications, maintenance management applications (i.e., facilities, equipment, grounds, fleet, fuel, etc.), or related applications.
 - Reading distribution system piping engineering drawings.
 - Troubleshooting, isolation, and activation of transmission and distribution systems.
- Working harmoniously with co-workers, supervisors, managers, and the public.
- Maintain an understanding and satisfactory compliance with the SMCMUA policies, procedures, practices, processes, and essential functions required for the position.

FUNCTIONAL CAPACITY REQUIREMENTS

Reference the Functional Capacity Requirement document for the specific physical tasks, details, frequency, and specifications required for the position.

FUNCTIONAL CAPACITY REQUIREMENTS FOR FIELD SUPERVISORS/MANAGERS

| | | | |
|---------------|------------|--------------|-------------------------|
| VERSION DATE: | 10/16/2020 | APPROVED BY: | C. Mercado/D. Saskowitz |
|---------------|------------|--------------|-------------------------|

| PHYSICAL TASKS | DETAILS | RARE | SELDOM | OCCASIONAL | FREQUENT | CONTINUOUS | Weight Amounts, if Applicable | COMMENTS |
|---|---|------------------------------------|--------------------|---------------------------------|---------------------------|----------------------------|-------------------------------|---|
| | | up to 5 minutes of total work time | 6-29 minutes daily | 30 minutes to 2.5 hours per day | 2.5 to 5.25 hours per day | 5.25 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. | | 21-50 lbs | 10-20 lbs | | | | Use of Buddy System/Team Lift 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 | | ✓ | | | | | |
| Digging | To break up, turn over or remove earth, sand, etc, as with a shovel, spade, bulldozer, or claw. | ✓ | | | | | | |
| 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. | | ✓ | | | | | |
| Handle | To maneuver objects, to manipulate or reposition medium to large sized items. Has handles to be grasped by the hands in order to manage dexterously or efficiently, e.g., large bag of trash, move furniture, cases/boxes with handles. | | ✓ | | | | | |
| Handling | Flex and extend fingers with opposition of thumb using palms, fingers and thumbs to grasp or manipulate objects. | | ✓ | | | | | |
| 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/Loading | Raising objects from a lower to a higher position or moving objects from position to position. | | 21-50 lbs | 10-20 lbs | | | | Use of Buddy system/Team Lift if carrying more than 50 lbs. |
| Manipulate | To operate, manage, control, or utilize skillfully with the hands. Adroit handling, e.g., steering wheel, hand truck, pallet jack. | | ✓ | | | | | |
| 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. | ✓ | | | | | ≤ 50 lbs. | |

FUNCTIONAL CAPACITY REQUIREMENTS FOR FIELD SUPERVISORS/MANAGERS

| | | | |
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| PHYSICAL TASKS | DETAILS | RARE | SELDOM | OCCASIONAL | FREQUENT | CONTINUOUS | Weight Amounts, if Applicable | COMMENTS |
|--|--|------------------------------------|--------------------|---------------------------------|---------------------------|----------------------------|-------------------------------|----------|
| | | up to 5 minutes of total work time | 6-29 minutes daily | 30 minutes to 2.5 hours per day | 2.5 to 5.25 hours per day | 5.25 hours or more per day | | |
| Pushing | Exertion of force on or against an object (indicate weight/size) to move it from one location to another. | | ✓ | | | | ≤ 50 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. | | | | | ✓ | | |
| Shoveling | To move or remove with a shovel gravel, sand, and/or snow. | | ✓ | | | | | |
| 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 trunk to the right or left from a neutral position while sitting or standing. | | | ✓ | | | | |
| Neck Twisting | Rotation of the neck to the right or left from a neutral position while sitting or standing. | | | ✓ | | | | |
| Vibrations - High Impact | | | | | | | | None |
| Vibrations - Low Impact | | | | | | | | None |
| Walking | Moving the entire body from one location to another using a heel to toe gait. | | | | ✓ | | | |
| Confined Space: Work in a pit, trench, ditch, excavation | | | ✓ | | | | | |
| Wear a half/full face respirator | | | | | | | | None |
| Work in extreme cold weather conditions | | | | | ✓ | | | Seasonal |
| Work in extreme hot weather conditions | | | | | ✓ | | | Seasonal |