

**CITY OF AURORA  
JOB DESCRIPTION**

**JOB CODE: 225  
SALARY GRADE: E17  
EFFECTIVE/UPDATED: 04/21/2023**

**ASSISTANT SUPERINTENDENT OF WATER/SEWER MAINTENANCE**

**Definition**

Under the direction of the Superintendent of Water and Sewer Maintenance Division, engages in policymaking and strategic planning for the Water and Sewer Maintenance Division, is responsible for overall management of the Water and Sewer Maintenance Division and acts as the Superintendent of the Water and Sewer Maintenance Division in the Superintendent's absence.

**Equipment/Job Location**

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, and outside weather conditions. The noise level in the work environment is usually moderate.

**Essential Functions of the Job**

1. Manages all Water and Sewer Division operations activities.
2. Manages and is responsible for all employees in the Water and Sewer Maintenance Division, including but not limited to interviewing and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
3. Assists the Superintendent in the preparation of the annual budget and capital improvement plan for the Water and Sewer Division.
4. Manages the preventative maintenance program for the Water and Sewer Division, including equipment and infrastructure.
5. Responsible for record keeping and scheduling of required recurrent and elective training of staff.
6. Responsible for the annual performance review of subordinate personnel.
7. Assists with payroll as needed.
8. Assists with disciplinary actions.
9. Provides policymaking and strategic planning advice and recommendations to the Superintendent with respect to all Division operations.

## **Assistant Superintendent of Water and Sewer**

### **Job Description**

10. Performs other duties assigned by the Superintendent.

### **Required Knowledge and Abilities**

- Requires the ability to read, analyze, and interpret general business periodicals, interpret maps, and construction plans, professional journals, technical procedures, or governmental regulations.
- Requires the ability to write reports, business correspondence, and procedure manuals.
- Requires the ability to effectively present information and respond to questions from groups of managers, contractors, consultants, customers, residents, and the general public.
- Requires the ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- Requires the ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Requires the ability to define problems, collect data, establish facts, and draw valid conclusions.
- Requires the ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Requires the ability to regularly use hands to finger, handle, or feel; talk or hear and taste or smell.
- Requires the ability to frequently stand.
- Requires the ability to occasionally walk, sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.
- Requires the ability to regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- Requires specific vision abilities including close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Ability to respond to after hour calls and emergencies.

### **Qualifications for Hire**

- Requires an Associate's degree (A.A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.
- Requires at least one year of supervisory experience.
- Requires Class D Water Operator certification
- Valid Illinois driver's license.