

Job Title	<b>ASSISTANT SUPERINTENDENT</b>	Job Code	<b>0010</b>
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Joint Meeting of Essex & Union Counties

500 South First Street □ Elizabeth □ NJ 07202

908-353-1313 □ FAX: 908-353-7925

Position-Assistant Superintendent  
Posting Period-4/2/24-7/25/24

Status-Non Union  
JMCS-Asst Sup

Department	EEO Code	EEO Category	FLSA Status	Hours/Week	Full Time	Part Time
Admin	0010	OM	Exempt	40	XXX	N/A

**SUMMARY:**

Under the direction of the Facility Superintendent, responsible for assisting in the functionality, efficiency, and effectiveness of the Operations and Maintenance departments. Ensuring both departments have the resources they need and are able to complete their task on time. Assisting with both long-range planning, and the day-to-day operation of the facility. Supporting and assisting the Projects Department in planning and coordinating long term projects, special projects and plant upgrades. Ensure regulatory requirements and permit compliance for the facility is satisfied. Possessing skills in leadership, communication, conflict resolution, critical thinking, problem solving and time management.

May be required to work additional hours when necessary and as required, without additional compensation as the workload dictates.

***Women and minorities are strongly encouraged to apply.***

**ESSENTIAL FUNCTIONS:**

The successful applicant should be able to perform ALL of the following functions at a pace and level of performance consistent with the actual job performance requirements.

- Assist the Superintendent in all matters as necessary.
- Reviews the training manuals and standard operations procedures as needed.
- Closely monitor the day-to-day operation of the treatment plant to ensure the limitations of the JMEUC NJPDES Permit are being met.
- Coordinates and carries out special jobs and projects in the areas of process, operations and maintenance as assigned.
- Assists in the preparation and review of specifications for quotes and bids.
- Compiles statistics and prepares all operations and process performance reports.
- Be well versed with the union contract and JMEUC policy enforcement.

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- Assist with Operations staff assignments; reviews scheduling needs, time out requests, and training needs for department.
- Track Operations and Maintenance progress and performance.
- Assists Operation Managers with professional growth and skills.
- Assist with designing clear future succession plans.
- Coordinate with the Training Coordinator.
- Reviews the training manuals and standard operating procedures as needed.
  
- Monitor the training of both new Operations and Maintenance employees by adding some level of oversight to the training programs of both departments.
- Recommends changes and updates to the training manuals and standard operating procedures as needed.
- Determine and investigate cost-effective methods for improvements and correcting deficiencies.
- Recommend ways to implement process enhancements to improve efficiencies and continued compliance.
- Help prioritize tasks and allocate the necessary resources to achieve operational efficiency.
- Share all facility information, messages, data, and policies.
- Gather and analyze data to prepare various federal and state reports.
- Review reports as needed for compliance.
- Stay current with Federal/New Jersey regulations pertaining to permit compliance and treatment plant concerns.
- Review Monthly Operations and Maintenance Reports.
- Review comments and assist with responses to NJDEP regarding the Joint Meeting's NJPDES Permit.
- Routinely attend meetings regarding new projects and plant upgrades.
- Assist as necessary with outside professionals including attorneys, accountants, consultants, contractors and vendors.
- Report issues/problems to the Superintendent immediately.
- Assists with the
- Perform all other duties as assigned and/or required.

**QUALIFICATIONS:**

- Bachelor's degree in Chemistry, Biology, Environmental Science, Engineering or related field required.
- Possession of a S-3 Wastewater Treatment License, S-4 License preferred.
- Possession of a C-3 Wastewater Collection System Operator License is preferred.
- Minimum of 5-10 years' experience in a Supervisory or Managerial role in Wastewater Operations.

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- Must be familiar with NJDEP Regulations, NJPDES Permit Requirements.
- Must be able to communicate effectively with all levels, including management staff, subordinates, NJDEP Officials, JMEUC Board Members, and outside contacts.
- Must be computer literate, extremely well versed in Microsoft Word and Excel.
- Must possess a valid driver's license.
- Must follow and enforce all JMEUC safety standards.
- May be exposed to indoor and outdoor work; dust, fumes, odors, and noise; extremes of cold and heat.

***Applicants who possess an equivalent combination of education and experience listed above may be considered.***

**The Joint Meeting of Essex and Union Counties has not adopted the provisions of Title 11A of the New Jersey Statutes (Civil Service). Therefore, the Civil Service Commission will play no role in or oversee the hiring process.**

### SUMMARY OF CURRENT JOB PERFORMANCE CHARACTERISTICS

Job Title	Job Code	Department	Hours/Week	Full Time	Part Time
Assistant Superintendent	0010	Administration	40	XXX	

GROUP I (Number of hours in an 8-hour day)				Intermittent	Constant
Sitting				>4	
Standing				>3	
Walking				<1	
GROUP II	Weight	N/A	Occasionally	Frequently	Continuously
Lifting up to	50 lbs		X		
Carrying up to	50 lbs		X		
Pushing up to	50 lbs		X		
Pulling up to	50 lbs		X		

**OTHER CHARACTERISTICS:**

**May use any or all of the following equipment:**

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<b>GROUP III</b>	N/A	Occasionally	Frequently	Continuously
Squatting		X		
Bending		X		
Kneeling		X		
Reaching		X		
Twisting		X		
Crawling		X		
Ladder Climbing		X		
Stair Climbing		X		
Other Climbing	X			
<b>GROUP IV</b>	N/A	Occasionally	Frequently	Continuously
Walking on rough ground		X		
Exposure to changes of temperature or humidity			X	
Exposure to dust, fumes or gases		X		
Being near moving machinery			X	
Working from heights	X			
Exposure to Infectious Diseases		X		
Driving			X	
Mental Alertness				X

Travel: N/A

Additional Physical Demands:

Since 1898 a partnership of East Orange □ Hillside □ Irvington □ Maplewood □ Millburn □ Newark □ Roselle Park □ South Orange □ Summit □ Union and West Orange  
 Also serving Elizabeth □ Livingston □ Orange and New Providence with Wastewater Treatment Facilities.