



JOB TITLE:	Assistant Superintendent	GRADE	13
DEPARTMENT:	Maintenance Department	FLSA STATUS:	Non-Exempt
REPORTS TO:	Superintendent of Maintenance		

GENERAL RESPONSIBILITIES:

Supervise the daily activities of the Maintenance Department, which insures the proper operation of water and wastewater facilities. This position reports directly to the Superintendent of Maintenance.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

1. Review, prioritize and direct the resources to complete facilities request (work orders) from all departments.
2. Review, direct and manage the purchase of material and or equipment required to complete tasks.
3. Recommend replacement or type of repair for equipment and/or facility.
4. Supervise and direct both constructive and preventative maintenance programs.
5. Supervise and direct the repair, replacement, installation of water and sewer systems - leaks, blockages, new equipment, etc.
6. Manage expenditures to maintain budget.
7. Participate in future project and design meetings.
8. Perform employee performance evaluations.
9. Coach and counsel employees to resolve problems.
10. Review and approve time cards, vacation and personal day request.
11. Interview and recommend applicants for vacant positions.
12. Meet on site with utility contractor for new service installations.
13. Assume the responsibilities of the Superintendent of Maintenance in his/her absence.
14. Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Working knowledge and experience in corrective and preventative maintenance to include repair of vehicles, heavy equipment, buildings, and water and wastewater treatment type equipment.
2. Knowledge of construction and operation of water and sewer systems.
3. Knowledge of vehicle and pump mechanics, electricity, carpentry, HVAC, masonry, concrete and hydraulics.
4. Ability to operate line location, survey, measuring and leak detection equipment.
5. Ability to read and interprets blueprints and specifications.
6. Knowledge of safety standards.
7. Ability to communicate effectively with county staff and the general public.
8. Ability to provide direct supervision of maintenance staff including scheduling.
9. Performs related work as required.

EDUCATION AND EXPERIENCE:

1. High school graduate
2. AA Degree – Engineering related field
3. Five years' minimum experience facilities/utility maintenance
4. Five years' experience as a supervisor

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arm's length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and oils. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

SPECIAL REQUIREMENTS:

- A valid Class "B" Commercial Driver's License for air brake equipped vehicles required, Class "A" Commercial Driver's License preferred.
- Applicants who do not have a valid Class "B" Commercial Driver's License at the time of hire:
 - Must obtain Class "B" learners permit within 90 calendar days from date of hire.
 - Must obtain and maintain a valid Class "B" Commercial License within the first 9 months from date of hire.
- Must be willing to be on call 24 hours per day, 7 days per week.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Rev. 9/2016, 10/2018 ,12/2021, 4/2025

Easy Ways to Apply:

1. Visit our website at <https://www.washco-md.net/jobs/>
or
2. Complete and email an Application to HR@washco-md.net
or
3. Complete and mail Application to:
**Washington County Human Resources Department,
100 W. Washington Street, Room 2300,
Hagerstown, Maryland 21740**

Washington County is an Equal Opportunity Employer. Individuals requiring special accommodations or assistance are requested to contact the Human Resources Department at 240-313-2350, Voice or TDD (D/HH use 711) M/F/H/V.

DEADLINE FOR FILING APPLICATIONS WITH HUMAN RESOURCES:

Friday, June 6th, 2025 @ 4:00pm