



JOB DESCRIPTION

POSITION: Water Superintendent

DEPARTMENT: Public Works

REPORTS TO: Director of Public Works

FLSA STATUS: Exempt

SALARY GRADE: EX-29

JOB SUMMARY: Responsible for managing Water Department operations, including maintenance and construction of water treatment, storage, pumping and distribution infrastructure. Plan, organize, manage, supervise, assign, and review Water Department operations.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES: Essential duties and functions may include the following. Must possess required knowledge skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed. Other related duties may be assigned.

- Plans, schedules, and manages Water Department operations and maintenance of the water system including: personnel, scheduling, monitoring for compliance with regulatory requirements for the distribution and treatment of the water system; inspection; and overseeing the maintenance and repairs of mains, service lines and appurtenances.
- Develops and recommends short and long-range plans and programs for water production, storage, treatment and distribution infrastructure; collaborates with the Director of Public Works to recommend engineering studies and/or civil plan development for improvement of the water system.
- When assigned, reviews civil engineering plans and makes recommendations based upon the City's design standards.
- Develops specifications and bid documents for purchase of equipment and materials; manages and/or coordinates with vendors and contractors.
- Assists the Director of Public Works in coordinating with outside consultants and contractors for design and construction of water infrastructure.
- Specifies and reviews planning for system improvements, development activities, and for future needs relating to the water system.
- Manages and/or assigns process control duties for the public water system; prepares state reports and submits them in a timely manner; complies with state rules and regulations and ensures prevention of all hazards.
- Hires, trains, supervises and evaluates full-time staff; assesses employees' performance and prepares timely and accurate performance evaluations, counsels and interviews employees, resolves informal complaints and grievances, and takes necessary disciplinary action in accordance with City policies.

- Schedules and oversees preventative maintenance and safety program; plans and schedules training for operators of heavy equipment or other machinery as needed.
- As necessary, inspects construction sites for adherence to City ordinances and design standards.
- Creates, reviews and updates Water Department policies and standard operating procedures.
- Responds to customer concerns and inquiries concerning all aspects of water operations.
- Responds to emergencies and assists personnel under charge in all facets of tasks performed as needed.
- Ensures proper instruction and training of personnel in methods and procedures, proper use of equipment, preventative maintenance, system maintenance and repair, and proper safety protocols.
- Travels to various sites, including pump stations, water storage tanks, training, and may represent the Water Department at meetings with City or government officials and the public as required.
- Prepares annual department budget requests, operating costs, and monitors spending.
- Oversees reporting, communication, and compliance with the regulations and reporting requirements of the Texas Commission on Environmental Quality (TCEQ), the Texas Water Development Board (TWDB), the Greater Texoma Utility Authority (GTUA) and the North Texas Groundwater Conservation District (NTGCD).
- Oversees the development and maintenance of the Supervisory Control and Data Acquisition (SCADA) and telemetry systems as well as other technologies used by the Department.
- Develops, updates and may assist in the implementation of the City's Water Conservation and Drought Contingency Plans.
- Maintains and regularly updates inventory of all Water Department assets including the water production, treatment, storage and distribution infrastructure; maintains inventory of equipment, vehicles and tools and ensures regular maintenance takes place on those assets.
- Prepares memos for and makes presentations to city officials, citizens, and other entities in public forums regarding projects and policies related to water infrastructure improvement projects.
- Ensures that a monthly water audit is completed and that planned efforts are implemented to reduce water loss.
- Creates, manages and implements public outreach programs.
- Supervise the use of tools, equipment, and vehicles, to ensure safe operation and maintenance.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge in working with water systems, components, best practices, and ability to develop and implement processes and programs.
- Advanced skills to supervise field city workers to ensure proper policies and procedures are followed and that work and safety standards are maintained.
- Ability to develop and maintain a positive working relationship with staff, fellow employees, elected officials, supervisors, citizens, business and community groups.
- Ability to maintain confidentiality when working with sensitive information and to comply with all record retention laws.
- Proficient skills to communicate clearly and concisely in English, both orally and in writing.
- Proficient skills in Microsoft Office Suite including Excel, Word, and PowerPoint.

- Ability to understand and implement problem solving and conflict management techniques and understand and implement excellent customer relations practices.
- Ability to be available and perform under pressure during extreme weather and/or emergency operations.
- Proficient understanding of all City safety rules and operating procedures.
- Technical knowledge of Public Works water infrastructure related construction.
- Working knowledge of engineering construction terms.
- Ability to maintain proficiency and knowledge of current and/or new regulations/legislation within areas of responsibility.
- Independently perform the most difficult water system duties and exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Ability to build professional relationships with internal staff and customers.
- Offers flexibility and adaptability, especially during times of change.

MINIMUM QUALIFICATIONS:

- High School diploma or GED equivalent.
- Seven (7) years of progressively responsible experience working in water system construction and repair, administration, and supervision or an equivalent combination of education and experience sufficient to successfully perform the essential functions of the job.
- Three (3) years supervisory experience.

LICENSES AND CERTIFICATIONS:

- TCEQ Class B Surface Water Treatment or Groundwater Treatment License.
- Texas Class C Drivers License.

WORK ENVIRONMENT/PHYSICAL REQUIREMENTS:

The work environment and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to maneuver around construction sites.
- Ability to attend required meetings outside of normal business hours.
- Work is performed in office and construction site environments.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to walking over rough terrain, bending, reaching, kneeling or climbing ladders into trenches or up on roofs when inspecting construction and land development sites.
- May be subject to exposure to extreme weather conditions, hazardous materials, chemicals and fumes, heavy construction equipment, confined spaces, heights, and air and water borne pathogens.
- Must be able to lift up to 70 pounds.

PREFERENCES:

- Bilingual in English and Spanish.
- Preference will be given to candidates with a curriculum in Management and/or a Civil Engineering related field.

This job description is not an employment agreement, contract agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

EMPLOYEE ACKNOWLEDGEMENT: I acknowledge that I have received a copy of my job description and will direct any questions to my supervisor or Human Resources.

Printed Name

Signature

Date