

**\*\*\* AN EQUAL OPPORTUNITY EMPLOYER \*\*\***

**CITY OF KAUFMAN**

**JOB OPPORTUNITY ANNOUNCEMENT**

**CLASS TITLE:** Superintendent -Water/Wastewater/WWT

**DEPARTMENT:** Water/Wastewater/WWT

**SALARY:** \$40,258

**CLOSING DATE:** Friday, September 17, 2010

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**JOB SUMMARY:**

Under general direction, provides administration and supervision for the water distribution and wastewater collection maintenance, construction and operations of water and wastewater facilities; plans, assigns, supervises, reviews, and evaluates work of crews engaged in the maintenance, construction and operations of water and wastewater facilities; and does related work as required.

**PRINCIPLE DUTIES AND RESPONSIBILITIES:**

1. PLANS, ORGANIZES and ASSISTS with ESTABLISHING procedures for all maintenance, construction and operations of the water distribution and the wastewater collection system including metering.
2. PLANS and PREPARES work schedules to meet work progress, quality, and safety.
3. INSTRUCTS crews on work schedules and work progress, quality, and safety reports.
4. MANAGES large water distribution and wastewater collection construction and maintenance projects; INSPECTS work in progress and upon completion.
5. REVIEWS project plans, maps and operation records for each division.
6. ASSISTS and SUPERVISES hiring, training, appraisals, promotions and discipline. Work with employees to correct deficiencies.

7. AUTHORIZES and APPROVES time sheets, vacation and employee leave reports.
8. RESPONSIBLE for water distribution and wastewater safety program; MAINTAINS an effective safety record keeping system, and ENSURES that safety policy is followed.
9. INVESTIGATES, COMPLETES, and SUBMITS accident/incident reports effectively and within a timely matter.
10. DEVELOPS written annual budget recommendations with regard to water and wastewater equipment, personnel, and operating requirements; ADMINISTERS approved annual budget.
11. DRAFTS and SUBMITS regularly scheduled reports.
12. WRITES specifications for materials used in the water and wastewater system; MAINTAINS and CONTROLS utility inventory.
13. PREPARES various reports on operations and activities.
14. FOLLOWS written and oral job instructions; uses good judgment and accuracy when writing reports.
15. Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing maintenance activities for water distribution and wastewater collection services; implement policies and procedures.
16. Work with various departments and outside agencies on water distribution and wastewater collection operations.
17. Maintain water and sewer maintenance records; ensure accuracy of information.
18. Inspect water and wastewater system for needed maintenance and repairs; supervise and participate in the repair of water and wastewater system.
19. Oversee the work of outside contractors as required.
20. Supervise the clearing and replacing of taps and main replacement and repair; oversee the cleaning of sanitary sewer mains; oversee the installation and repair of manholes; oversee the operation and maintenance of lift stations.

21. Knowledge of operation of a variety of tools and equipment including a truck, jet truck, dump truck, backhoe/loader, fire hydrant seating equipment, boring equipment, shoring materials, trash pumps and hand tools; perform general maintenance duties including refueling, changing oil and lubricating parts on vehicles; make minor adjustments as necessary.
22. Supervise the maintenance of time, materials and equipment use records.
23. Prepare specifications for material and equipment purchases; requisitions supplies and materials.
24. Ability to perform responsible and difficult work involving the use of independent judgment and personal initiative.
25. COMMUNICATES effectively and courteously with the public and City personnel.
26. RESPOND to and resolve difficult and sensitive citizens inquire and complaints.
27. Able to HEAR clearly and INTERPRET hand signals when working around equipment, using proper safety precautions.
28. LIFTS and CARRIES up to 100 lbs; PULLS, PUSHES or DRAGS up to 150 lbs.
29. CLIMBS, CRAWLS, KNEELS, SQUATS, STOOPS or BENDS freely while performing daily duties.
30. ABLE to SIT and STAND for extended periods of time while performing daily duties.
31. WORKS INDOORS and OUTDOORS in extreme temperatures, including heat, cold, temperature swings and inclement weather.
32. SOME exposure to electrical, mechanical and toxic hazards, using proper safety equipment and precautions.
33. OVERSEES regularly scheduled preventive maintenance on vehicles and equipment; and MAINTAINS preventive maintenance records.
34. SUBJECT TO after-hour on call to respond to emergency situations for repairing of water distribution, wastewater collection systems and other related problems.
35. PERFORM other duties as required.

## **REQUIRED EDUCATION, DEGREES, CERTIFICATES AND OR LICENSES**

High School Diploma or GED; Texas Drivers License, Class C minimum, Class A C.D.L. preferred. Minimum Class C Water Distribution and Class II Wastewater Certifications from the Texas Commission on Environmental Quality.

## **EXPERIENCE, TRAINING, KNOWLEDGE AND SKILLS:**

Three (3) years experience in supervising all phases of water distribution and wastewater collection maintenance, construction and operations including two (2) year experience in working with heavy equipment; knowledge of general office equipment; computer skills a plus; experience in reading plans, prints and drawings; good interpersonal skills. Knowledge of water distribution, wastewater collection and wastewater treatment maintenance, repair and installation; knowledge to install water and sewer taps; knowledge of safety regulations to work with hand tools and equipment; experience in working safely with various types of equipment including pumps, generators, backhoes, dump trucks, tapping machines, valve wrenches, hand wrenches, hand and power saws, hammers of various sizes, shovels, drain spades and sewer cables.

## **EMPLOYEE BENEFITS**

The City of Kaufman offers to its full time employees sick leave, vacation and paid holidays each year; paid employee health insurance; with a health reimbursement account; optional family coverage; life insurance; worker's compensation coverage; deferred compensation plan; Section 125 Flexible medical plan; and a retirement system plan.

## **HOW TO APPLY:**

**Applications must be submitted on the City's "Application for Employment" form, which is available from and returnable to:**

**CITY OF KAUFMAN  
ATT: CITY SECRETARY'S OFFICE  
209 SOUTH WASHINGTON  
KAUFMAN, TX 75142**

**THE CITY OF KAUFMAN DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, GENDER, RELIGION, AGE OR DISABILITY IN EMPLOYMENT OR PROVISIONS OF SERVICE.**

**ALL APPLICANT INFORMATION SUBJECT TO VERIFICATION.**