



JOB DESCRIPTION

JOB TITLE: Superintendent – Water/Wastewater Department

REPORTS TO: Director of Public Works

SALARY: \$44,500- \$66,000 **PAY SCALE:** 15

FLSA STATUS: Exempt

JOB SUMMARY:

Under general direction, plans, organizes and directs the District's water and wastewater field operations, including operations and maintenance of wastewater collection and treatment and water distribution facilities.

The Water and Wastewater Superintendent is a management level classification responsible for the management and direction of subordinate staff within the water and wastewater field division. Incumbent oversees staff in the operation and maintenance of collection and distribution facilities at multiple locations; performs reporting and budgeting tasks as well as provides technical expertise in the development of policies and service delivery plans.

SUPERVISION RECEIVED:

This position receives direct or general supervision from a designated manager or director.

SUPERVISION EXERCISED:

The Water/Wastewater Superintendent exercise direct and indirect supervision over technical and maintenance staff.

ESSENTIAL FUNCTIONS:

- Plans, organizes and directs operations and maintenance of assigned sites; determines facility operation, maintenance schedules and priorities; troubleshoots process and equipment problems, and assists operators in correcting malfunctions or improving water distribution and wastewater collection processes.

- Coordinates and reviews the work plan for repair and installation projects; provides administrative and technical direction to field division personnel; develops operational policy and standards.
- Coordinates the selection, orientation, training, and evaluation programs for field division personnel; provides or coordinates on-the-job and formal training in work processes, regulations and safety procedures; identifies and resolves staff deficiencies; carries out disciplinary procedures as required.
- Supervises operations and maintenance staff; develops schedules and methods for performing assigned duties; maintains appropriate work records and documents.
- Develops and implements special projects, operational change and new programs to improve operational efficiency and/or effectiveness to meet regulatory changes or to utilize technological advancements.
- Participates in the development of division's budget; assists in the forecast of necessary funds for staffing, materials and supplies; discusses and resolves budget issues with appropriate staff; implements adjustments as necessary; monitors and directs operational changes to control expenditures; reviews, evaluates and recommends changes in charges to contract customers; prepares, develops and prioritizes budget requests.
- Provides technical oversight for operations, reviews and evaluates water/wastewater operational logs, process and analysis data to evaluate facility efficiency, effectiveness and compliance with water/wastewater state and federal regulations.
- Coordinates work among technical, operations and maintenance units to ensure operational needs are met; coordinates with customers to provide technical advice on operations matters, resolves end user complaints.
- Prepares narrative and statistical reports as well as violation statements and technical reports to regulatory agencies; coordinates with representatives of regulatory agencies, contract customers and others on technical issues related to facilities operated by the division; prepares and presents staff reports and other documents to boards, groups and/or committees as appropriate.
- Assists in developing and implementing department policies and evaluating program performance by providing input on special queries by conducting special research and pilot projects.
- Implements and ensures safe work practices and policies appropriate for department operations; provides for safety training and required reporting.
- Performs other related duties as requested.

REQUIRED EDUCATION, DEGREES, CERTIFICATES AND OR LICENSES:

Experience:

- Two (2) years' experience in supervising all phases of water distribution and wastewater collection maintenance, construction and operations including one (1) year experience in working with heavy equipment; Knowledge of the operation of a variety of tools and equipment including trucks, jet truck, dump truck, backhoe/loader, fire hydrants, boring equipment, shoring materials, trash pumps and hand tools. Knowledge of general office equipment; computer skills a plus; experience in reading plans, prints and drawings; good interpersonal skills.

Education:

- High School Diploma or GED

License/Certificate:

- Texas Driver's 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.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Extensive knowledge of the principles and practices of wastewater operations as related to collections systems.
- Water distribution.
- Division personnel policies, procedures and practices, performance evaluation practices.
- Basic maintenance, plumbing, mathematics and chemistry.
- Reporting, sampling and testing requirements.
- Biological and chemical testing practices used in water/wastewater field operations.
- Safe work practices applicable to working in/around water and wastewater facilities.
- Supervisory practices.
- Training techniques.
- Regulations governing, collection, and distribution operations.
- Budgeting principles and practices.
- Federal, state and District reporting requirements and practices.

- Interagency coordination procedures.
- Related industry computer hardware and software.

Ability To:

- Plan, organize and manage the work of others engaged in water/wastewater collection and distribution through subordinate staff; monitor plant, maintenance and repair operations and make operational changes.
- Ensure mandated quality standards are obtained; identify and analyze operational and administrative problems and implement necessary procedural change.
- Read, interpret and work from blueprints, maps, drawings, sketches, specifications and other technical documents.
- Research, understand, interpret, explain and comply with laws, regulations and policies governing water/wastewater operations.
- Collect and analyze data to establish/identify needs, evaluate program effectiveness, prepare budgets, narrative, cost, analytical and/or statistical reports.
- Understand and prepare costing and financial analysis and service options and analyze expenditure reports.
- Develop and manage construction and consulting contracts to ensure scope of work deliveries.
- Troubleshoot difficulties and direct corrective action to the operation of various facilities.
- Review techniques on work records and reports.
- Maintain accurate records and document actions taken.
- Determine the appropriate course of action in emergency or stressful situations.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative working relationships.
- Follow and enforce safe work practices.
- Research regulations, procedures and/or technical reference materials.
- Organize and prioritize work assignments; make routine arithmetical calculations.

WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. The position also requires color, near and far vision when inspecting work and operating computer terminals and assigned equipment. The need to lift, carry and push tools, equipment and supplies

weighing 50 pounds or more may also be required. The incumbent may work outdoors in all weather conditions including wet, hot and cold. The incumbent may use cleaning and lubricating chemicals which may expose the employee to fumes, dust and air contaminants and work in proximity to wastewater influent. The nature of the work may also require the incumbent to climb ladders, use power and noise producing tools and equipment, drive motorized vehicles, work in heavy vehicle traffic conditions and often work with constant interruptions and may be required to enter confined spaces which involves wearing self-contained breathing apparatus (SCBA).

Employee Signature
Date: _____

Supervisor's Signature
Date: _____

The City of Kaufman, Texas is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with Human Resources.