

Trophy Club Municipal Utility District No. 1 Job Description

Classification Title	Wastewater Superintendent
Division	
Department	Wastewater
FLSA Status	Exempt
Pay Grade	

GENERAL SUMMARY

Under the direction of Operations Manager or General Manager, plan, organize and direct the Wastewater treatment facilities, programs and activities; monitors and maintains compliance with federal and state regulations for wastewater treatment plant operations and discharge.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Supervises plant personnel, including assigning and reviewing work, conducting performance reviews, training employees, and making recommendations on hiring, promoting, disciplining, and/or dismissing employees
- Monitors wastewater treatment systems, including taking daily and weekly meter readings and water samples, runs process control tests to ensure that plant meets standards established by the Texas Commission on Environmental Quality (TCEQ) and the Environmental Protection Agency (EPA)
- Maintains daily records of lab test results and plant data, including calculating quantities of plant products
- Observes plant operations to ensure quality control
- Operates, maintains, repairs and orders supplies for wastewater equipment, including motors, pumps, basins, clarifiers, and contact chambers
- Assists Operation Manager and collection system team in the maintenance of lift stations and collection system functions as requested
- Cleans, pours and maintains drying beds



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- Performs repairs and maintenance on pumps, motors, components of three-phase electrical system, including welding, cutting, and fabricating
- Assists the Operations Manager in the location and repair of collection system piping breaks and blockages as requested
- Maintains current knowledge of federal and state requirements related to wastewater.
- Plans for future short term and long-term wastewater plant needs
- Reviews plans and drawings related to wastewater system and works with District engineers and other staff to ensure District standards are met in new developments and capital upgrades
- Prepares monthly, quarterly and annual required wastewater reports and data
- Trains, enforces, and follows safety procedures
- Attends monthly meetings of the Board of Directors and provides reports/ updates regarding water system operations and capital needs
- Attends all staff or other job-related meetings to give updates of the progress of the Wastewater department
- Develops leadership and technical guidance skills
- Coordinates maintenance activities with other departments and outside agencies and contractors
- Complies with District purchasing procedures and processes
- Performs related work as required

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QUALIFICATIONS

Required Education and Experience

- High school diploma (or GED equivalent)
- Associate's degree from an accredited college or university or two years of relevant college-level course work in a related field preferred
- 7 years of progressively responsible related work experience in the water or wastewater utility industry (two years in supervisory capacity).

Required Licenses or Certifications

- Minimum valid TCEQ Wastewater Class B certification
- Current Texas motor vehicle commercial driver's license (CDL) class B or class A, or ability to obtain one within ninety (90) days of employment

Preferred Licenses or Certifications

- TCEQ Water Class A certification desired although not required

SUPERVISION

- Work requires supervising and monitoring performance for a regular group of employees (2 or more full-time employees) including providing input on hiring/disciplinary actions and work objectives/ effectiveness, performance evaluations, and realigning work as needed.
- Work requires managing and monitoring work performance of a business unit or key work area including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department.

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COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Principles and practices for wastewater collection, pumping systems, wastewater treatment and controls
- Understanding of the use of Supervisory Control and Data Acquisition Systems (SCADA)
- Common office software tools such as Microsoft Outlook, Word and Excel.
- Modern office procedures, methods and computer equipment

Skill in:

- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships
- Demonstrated proficiency in problem identification and problem resolution with potable water storage and delivery systems
- Performing basic mathematical functions such as addition, subtraction, multiplication, division, percentages, and ratios
- Assigning, prioritizing, monitoring, and reviewing work assignments

Ability to:

- Effectively speak, write and understand the English language
- Make accurate decisions in emergency situations that protect employees and the public
- Meet schedules and deadlines of the work
- Understand and carry out oral and written directions
- Accurately organize and maintain paper documents and electronic files
- Maintain the confidentiality of information and professional boundaries

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WORK ENVIRONMENT/CONDITIONS

The work environment and exposures 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.

Work Environment	Frequency Working in Designated Environment		
Office or similar indoor environment	Frequent		
Outdoor environment	Frequent		
Street environment (near moving traffic)	Occasional		
Construction site	Frequent		
Confined space	Occasional		
In the community (homes, businesses, etc.)	Frequent		
Correctional facility, detention center or jail	Seldom		
Clinical healthcare environment	Seldom		
Vehicle	Frequent		
Warehouse environment	Occasional		
Shop Environment	Occasional		
Exposures	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Individuals who are hostile or irate	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Individuals with known violent backgrounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme cold (<i>below 32 degrees</i>)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Extreme heat (<i>above 100 degrees</i>)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Communicable diseases	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Moving mechanical parts	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fumes or airborne particles	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Toxic or caustic chemicals, substances or waste	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Loud noises (<i>85+ decibels</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The position involves medium physical demands, such as exerting up to 50 lbs. of force occasionally, and/or up to 20 lbs. of force frequently, and/or up to 10 lbs. of force constantly to move objects.

ACKNOWLEDGEMENT

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this position. This is not an exhaustive list of all duties and responsibilities. Trophy Club Municipal Utility District No. 1 reserves the right to amend and change responsibilities to meet business and organizational needs as necessary. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. Directly related experience/education beyond the minimum stated may be substituted where appropriate at the discretion of the General Manager.

I have read and agree that the contents of this job description accurately reflect what is expected of me in this position.

Employee's Signature

Date

Employee's Printed Name

Date

Job Description Creation Date: 01/31/2018
Date Last Revised: 06/27/2018

Wastewater Superintendent