

WEBB COUNTY
JOB DESCRIPTION

TITLE: Water Distribution Superintendent
DEPARTMENT: Water Utilities
SLOT NUMBER: 1299
REVISION DATE:

JOB SUMMARY:

Performs and supervises the inspection and maintenance of reclaimed water pumping facilities and potable water distribution systems.

CHARACTERISTIC/ESSENTIAL DUTIES AND RESPONSIBILITIES:

Note: The following duties are illustrative and non-exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Depending on assigned area of responsibility, incumbents in the position may perform some or all of the activities described below.

- Supervises the work of subordinate staff by scheduling, assigning and reviewing work, providing training and counseling, and evaluating performance.
- Compiles meter readings and data and prepares reports on permit compliance required by state, local and federal regulatory agencies.
- Performs field inspections to ensure proper operation of equipment.
- Performs field inspections for cross connections and illegal connections between potable and reclaimed water lines and takes appropriate action.
- Addresses concerns and explains benefits of the reclaimed water program at community meeting.
- Investigates customer water quality complaints, determines cause of problem and recommends or takes appropriate action.
- Performs field testing of water to determine water quality and makes equipment or chemical adjustments, as necessary.
- Collects and preserves the integrity of water samples for transport to an analytical laboratory.
- Assists in the preparation of budget documents, and in monitoring status of allocated funds.
- Requisitions and maintains a supply of replacement parts, tools and equipment.
- Performs other related duties as required.

QUALIFICATION STANDARDS:

- Graduation from high school or possession of a GED Certificate; and possession of a valid Florida Class "C" Drinking Water Treatment Plant Operator License or valid Texas Class "C" Wastewater Treatment Plant Operator License; and One year experience in a supervisory or lead worker capacity; and Possession of a valid Driver License
OR

Graduation from high school or possession of a GED Certificate; and
Possession of a State of Texas Level I Distribution System Operator License or Texas Class "C" Water Distribution Technician certification; and
Two year experience in the installation, maintenance or operation of drinking water distribution or wastewater recovery systems; and
One year experience in a supervisory or lead worker capacity; and
Possession of a valid Driver License

OR

Graduation from high school or possession of a GED; and
Three year experience in environmental inspection, sampling, testing or evaluation of drinking water systems or wastewater systems; and
One year experience in a supervisory or lead worker capacity; and
Possession of a valid Driver License

OR

Graduation from high school or possession of a GED Certificate; and
Five year experience in the installation, maintenance, or operation of drinking water distribution or wastewater recovery systems; and
One year experience in a supervisory or lead worker capacity; and
Possession of a valid Driver License

SKILLS AND ABILITIES:

- Considerable knowledge of County potable and reclaimed water distribution system including pipe sizes and flow patterns.
- Considerable knowledge of State and County rules and regulations governing reclaimed and potable water.
- Working knowledge of backflow prevention.
- Working knowledge of procedures used in field testing of potable water.
- Skill in the application of Supervisory techniques.
- Skill in making presentations to groups.
- Skill in the maintenance and repair of water distribution equipment; including pumps and motors.
- Ability to identify discrepancies in water meter readings and appropriate changes or corrections.
- Ability to detect cross connections between potable and reclaimed water distribution systems.
- Ability and willingness to work outside in a subtropical climate, adverse weather conditions and high noise levels.
- Ability and willingness to work rotating shifts to include weekends, nights and holidays.
- Ability to safely operate a motor vehicle.
- Ability to move heavy equipment weighing over 50 pounds for short distances.
- Ability to climb stairs and ladders.
- Ability to perform physical tasks on ladders or elevated platforms at heights of up to 50 feet.
- Ability to follow oral and written instructions.
- Ability to plan, organize and supervise the work of others.
- Ability to prioritize work.
- Ability to follow established procedures.
- Ability to read and understand blueprints of water distribution systems.
- Ability to perform basic mathematical calculations.

- Ability to use a computer and related software.
- Ability to communicate effectively both orally and I writing.

PHYSICAL REQUIREMENTS:

- Must be able to sit or stand for prolonged periods of time
- Must be able to lift 30 lbs.
- Must be able to work outdoors as needed.

OTHER REQUIREMENTS/INFORMATION:

- Must possess a valid and current Texas driver's license.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, Motor Vehicle Record (MVR) and criminal background checks are required.
- This position is covered by Civil Service; therefore, is subject to the Civil Service Rules and Regulations in addition to all other Webb County Policies.

SUPERVISORY:

- Supervised directly by Systems Manager

ACKNOWLEDGEMENT:

The undersigned have read discussed, and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

Employee Signature

Supervisor Signature

Printed Name

Printed Name

Printed Title

Printed Title

Date

Date