

**WEBB COUNTY
JOB DESCRIPTION**

TITLE: Waste Water Superintendent
DEPARTMENT: Water Utilities
SLOT NUMBER: 1301
REVISION DATE:

JOB SUMMARY:

In charge of every day operations of the wastewater treatment process for the wastewater plant and must ensure that we supply safe wastewater back to the river.

CHARACTERISTIC/ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Must ensure that we supply safe wastewater to our river
- Must supervise technical duties to assist in the operation of the Wastewater Plant
- Must supervise operators on keeping records on a daily basis to insure that the Wastewater meets or exceeds the standards established by federal, state and local governments
- Must ensure records are kept of various Wastewater equipment and facility
- Must supervise other related duties as required

QUALIFICATION STANDARDS:

- Must have high school or GED as required by TCEQ
- Must possess a “C” Wastewater and Certificate of Competence as required by TCEQ
- Must be able to obtain within a reasonable time a “B” Wastewater Certificate of Competency.
- Must have a class C driver license

SKILLS AND ABILITIES:

- Considerable knowledge of wastewater treatment plant operations and general maintenance.
- Considerable knowledge of chemical and biological principles related to wastewater treatment.
- Considerable knowledge of wastewater line installation and maintenance.
- Considerable knowledge of local, state and federal regulations and guidelines concerning permitting for wastewater production and treatment.
- Skill in the application of managerial/supervisory techniques.
- Skill in motivating subordinates to perform well.
- Skill in the maintenance and repair of water distribution equipment; including pumps and motors.
- Ability to work effectively with others.
- Ability to communicate effectively both orally and in writing.
- Ability to plan, organize and supervise the work of others.
- Ability and willingness to perform duties in a stand by status.

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