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| DATE | May 2012 |
| JOB CODE | |
| FLSA | EXEMPT |
| EEO | |

JOB TITLE: Water Quality/Production Supervisor
 DEPARTMENT/DIVISION: Public Works
 REPORTS TO: Water Utilities Division Manager

SUMMARY: Responsible for the operation of the Water Quality/Production section of Public Works. This includes planning, supervising, coordinating, and implementing various programs to ensure compliance with Federal, State and Local laws and regulations. Work requires limited supervision and the use of independent judgment and discretion.

ESSENTIAL JOB FUNCTIONS:

- Supervises lower level water quality staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures, and maintain a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.
- Supervises the day-to-day operations of water quality and production activities, which includes: planning, developing, coordinating, administering, enforcing, and evaluating projects, processes, procedures, systems, and standards; developing and coordinating work plans; and ensuring compliance with applicable Federal, State, and Local laws, regulations, codes, and/or standards.
- Investigates and resolves complaints and/or issues received from internal and external customers.
- Promotes and advances safety and efficiency of equipment by coordinating inspections, repairs, maintenance, and the operation of applicable facilities, equipment, and/or vehicles.
- Supervises and monitors the work of external contractors performing work for the City, which includes inspecting work to ensure compliance with applicable specifications and quality standards.
- Supervises, coordinates, and participates in the investigation and resolution of water-related complaints received from the City Council, internal departments, and citizens.
- Participates in pre-construction meetings with contractors and engineers and makes recommendations related to water quality issues. Participates in the issuance of Public Works permits from construction activities. Marks up as-built drawings to comply with applicable City ordinances.
- Coordinates projects with other internal departments.
- Prepares and maintains a variety of records, files, reports, work orders, and/or other related information related to operational activities for the division.
- Participates in the development and monitoring of the Division and/or program budget. Coordinates the collection and compilation of data to support budgetary requests related to area of assignment.

- Facilitates division meetings with subordinate staff to provide and receive information.
- Develops and coordinates the implementation of the division's safety program, which includes: investigating injury claims; providing training for staff; and/or, performing other related activities.
- Performs other duties as assigned.

SUPERVISORY/BUDGET RESPONSIBILITIES:

- Supervisory responsibility over Water Quality Technicians, Maintenance Technicians and Pump Station Operators

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of supervisory principles;
- Knowledge of project management techniques and methods;
- Knowledge of procedures and methods related to water quality and production activities;
- Knowledge of safety procedures and practices;
- Knowledge of recordkeeping principles;
- Knowledge of basic budgeting principles;
- Knowledge of contract management principles and practices;
- Knowledge of principles, practices, methods, and procedures involved in installing, designing, constructing, and repairing water/wastewater distribution and collection systems;
- Skilled in monitoring and evaluating employees;
- Skilled in prioritizing and assigning work;
- Skilled in utilizing applicable tools and equipment;
- Skilled in purchasing materials, equipment, and supplies;
- Skilled in reading blueprints, schematic drawings, and/or construction drawings;
- Skilled in preparing and maintaining a variety of water quality and production records;
- Skilled in monitoring and evaluating the work of external contractors;
- Skilled in mediating and negotiating conflict;
- Skilled in reading, interpreting, applying, and explaining rules, regulations, policies, and procedures;
- Skilled in providing customer service;
- Skilled in gathering and analyzing information and making recommendations based on findings and in support of organizational goals;
- Skilled in operating a computer and related software applications;
- Skilled in communicating effectively with a variety of individuals.

MINIMUM QUALIFICATIONS:

- High School Diploma or G.E.D.
- Four years of progressively responsible experience in production or development of potable drinking water, including one year experience as a lead worker.
- Work requires a valid Texas Driver's License.
- Water Class C License.
- TCEQ Class III Wastewater Collection License.
- BPAT Certification or ability to obtain within 2 years of employment.
- CSI Certification or ability to obtain within 2 years of employment.

PREFERENCES:

- None.

WORKING CONDITIONS:

- Frequent reaching, standing, stooping, kneeling, crouching, walking, talking, seeing, hearing, smelling, and manual dexterity.
- Occasional lifting and carrying up to 25 pounds.
- Work is typically performed in both standard office and outdoor environments, with potential exposure to adverse weather conditions.
- Work is occasionally performed in close quarters, high and precarious places, and near moving mechanical parts.
- Potential exposure to risk of electrical shock, vibration, fumes, airborne particles, and infectious diseases.

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.