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## **Job description**

Travis County Water Control and Improvement District Number 17 currently has an opening for a TCEQ "A" Licensed Surface Water Operator to fill the position of Water Department Supervisor. The Water Department Supervisor reports to the Operations Manager and is responsible to plan, organize, review and direct the testing, reporting, and operations of potable water systems, SCADA, and water quality assurance.

## **HOW YOU COULD CONTRIBUTE TO OUR MISSION**

The Water Department Supervisor is a key member of the District's leadership team who directs and oversees the activities of the Water Department. The ideal candidate will have a TCEQ "A" Surface Water License, experience as a project manager, as well as strong leadership skills. It is critical that he/she have the ability to provide ongoing development of subordinates to support succession initiatives and department staffing and training.

## **What would a typical day be like?**

The Water Department Supervisor participates in long- and short-term strategic planning. Collects, monitors, and analyzes data on operational efficiency and uses data to make decisions on operations. Ensures compliance with applicable laws, ordinances, and regulations as well as District standards related to quality, cost-efficiency, and safety. Ensures that Water Department staff are properly trained, and works with the Operations Manager on issues such as disciplinary action, terminations, and promotions.

## **Organizational Relationships**

- Reports to: District Operation's Manager and General Manager.
  - Directs: Provides direction to Water Treatment Operators, trainees and utility technicians.
  - Other: Has contact with other employees, consultants, and with the general public.
- Examples of Work

## **Essential Duties**

- Operation and maintenance of the water treatment facilities as required by state, and federal guidelines.
- Supervises periodic tests on water treatment facility pumps, motors, and water, and takes appropriate reading of gauges and meters.
- Records plant telemetry information from satellite pumping stations, and maintains records of water treatment facility operations.
- Performs routine inspections of water treatment facilities, monitors pumps, tanks, chemicals, and filters, visually and with computer system, and adjusts equipment and chemicals to maintain specified operating conditions.
- Supervises various chemical analyses, including pH, alkalinity, chlorine, turbidity, fluorides, and hardness tests, and ensures proper calibration of measuring equipment.
- Monitors various daily, weekly, and monthly chemical usage and water statistics, and records data on logs and charges.
- Ensures cleanliness of water facilities.
- Must be on call and respond to emergency situations.
- Performs corrective and preventive maintenance on water treatment equipment.
- Prepares reports to state and federal regulatory agencies as required.

- Assigns duties to water plant operators and utility technicians in his/her department. Is responsible for ensuring department personnel have the proper formal training.
- Procures equipment, supplies, and services as required.
- Evaluates and disciplines personnel in his or her department.
- Is responsible for the cleanliness and proper maintenance of all vehicles assigned to his or her department.

**Other Duties:**

- Performs such other related duties as may be assigned.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Required Knowledge, Skills and Abilities**

Knowledge of methods, practices, and equipment used in water treatment facilities; plumbing; minor electrical repair; basic chemistry; pumps and motors; water chemical analyzing equipment; city, state and federal water treatment specifications and regulations; and laboratory testing and procedures.

Skill/Ability to: learn and comply with state and federal regulations applicable to water treatment facilities; perform required mathematical calculations; establish and maintain effective working relationships with co-workers; demonstrate proficiency in both oral and written communication; tolerate outside working conditions, including exposure to adverse weather conditions; and maintain all appropriate necessary certifications.

**Acceptable Experience and Training**

High school graduation, or its equivalent, plus at least ten (10) years of experience in water treatment operations; or any equivalent combination of experience and training which provides the required knowledge, skills, or abilities.

**Certificates and Licenses Required**

Class A Surface Water Certification from the TCEQ.

Texas driver's license.

**Selection Process**

All applicants will be reviewed and those applicants whose qualifications best match the requirements of the position will be contacted to participate in the selection process, which will include pre-employment assessments and one or more panel interviews.

Offers of employment are contingent upon successful completion of a pre-placement physical examination (which includes drug screening), clearance by a pre-placement background check, and verifying his/her right to be legally employed in the United States.

Job Type: Full-time

**Please submit resume's to: [jkunz@wcid17.org](mailto:jkunz@wcid17.org)**