

City of La Feria
Job Description

Job Title: Water and Wastewater Director
Reports to: City Manager
Full-time: Exempt Employee

GENERAL STATEMENT OF RESPONSIBILITIES

Under limited supervision, this position is responsible for the oversight and management of the Water Treatment plant Wastewater treatment plant and lift stations. Reports to City Manager.

ESSENTIAL JOB FUNCTIONS

Oversees and monitors the daily operation Water Treatment Wastewater treatment and lift stations to ensure efficient operations and conformance with established treatment and operational goals, water quality and regulatory standards. Provides technical support to operations through water quality testing, operational data analysis, and developing or updating operating manuals and standard operating procedures as needed.

Responsible for the effective supervision and administration of the Department including budget preparation and monitoring to include capital expenditures, selection, training, performance management, employee relations, prioritizing and assigning work and related activities.

Coordinates with City, State, and Federal agencies and private contractors concerning plant operations.

Coordinates, develops, and recommends long-range plans pertaining to the management and maintenance of the plants and lift stations; develops and recommends policies and procedures; recommends internal organization; and establishes and implements management systems to effectively meet operating goals and objectives.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

- Water Utility and Distribution Management – Extensive knowledge of water utility organization and operations as well as the principles, practices and methods utilized in the treatment and distribution of service water in a public water supply system.
- Laboratory Analysis – Knowledge of chemical and bacteriological principles, terminology, analytical techniques and methods, and equipment pertaining to the analysis of water and drinking water samples. Knowledge of EPA and state laws and regulations that apply to drinking water. Knowledge of the processes and treatment stages involved in drinking water treatment.
- Customer Service – Considerable knowledge of principles and processes for providing customer service. This includes setting and meeting quality standards for services, and evaluation of customer satisfaction.
- Supervision - Knowledge of leadership techniques, principles and procedures to assign work, schedule, supervise, train, and evaluate the work of assigned staff.

REQUIRED SKILLS

- Critical Thinking – Using logic and reasoning to understand, analyze, and evaluate complex situation and research information to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to the situation.
- Interpersonal Relationships – Develops and maintains cooperative and professional relationships with employees and all levels of management to include representatives from other departments and organizations.

REQUIRED ABILITIES

- Technology – Ability to utilize personal computer applications to include database administration, word processing, spreadsheet, and related software.
- Coordination of Work – Ability to establish and implement effective administrative programs and procedures. Ability to plan and organize daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Performs a broad range of supervisory responsibilities over others.
- Communication – Excellent ability to communicate complex ideas and proposals effectively so others will understand to include preparation and review of reports, and policies. Excellent ability to listen and understand information and ideas presented verbally or in writing.
- Financial Management – Ability to perform arithmetic, algebraic, and statistical applications to perform purchasing and financial transactions. Ability to employ economic and accounting principles and practices in the analysis and reporting of budgeting data.
- Equipment Operation – ability to safely operate heavy duty equipment and other tools necessary in the maintenance and operation of heavy machinery.

EDUCATION AND EXPERIENCE

Requires a High School Diploma or GED and 5-7 years progressively responsible experience in the operation water treatment, wastewater treatment plant and lift station facilities with 3-5 years of supervisory experience, or an equivalent combination of education and experience.

ADDITIONAL REQUIREMENTS

An acceptable general background check to include a local and state criminal history check; a valid driver's license with an acceptable driving record. fluently speaks and writes English; bi-lingual in English and Spanish is preferred. Minimum TCEQ "Class B" license in both water and wastewater treatment.

PHYSICAL REQUIREMENTS

- Tasks require the ability to exert moderate, though not constant physical effort.
- Some combination of climbing and balancing to include climbing ladders stooping, kneeling, crouching, and crawling.
- Some lifting to include overhead lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (10-20 pounds).

ENVIRONMENTAL EXPOSURES

Performance of essential functions may require exposure to adverse environmental conditions, such as dust, pollen, odors, temperature, weather, and noise extremes, hazardous materials, heights, confined spaces, machinery, vibrations, high voltage electric currents, traffic hazards, toxic agents, water hazards, disease, or pathogenic substances.