

City of Fort Worth, Texas Job Description

Classification Title	Assistant Water Systems Superintendent		
Job Code:	PR1131	Job Family:	Professional
Pay Grade	612	Date Reviewed:	07/02/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Manages, supervises and coordinates assigned activities and operations related to water/wastewater in the Water Department. Supervises assigned facilities and related staff; coordinates assigned activities with other divisions, departments and outside agencies; and provides complex administrative support to a Water Systems Superintendent or other senior management personnel.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Assists in managing assigned services and activities of one or more water/wastewater plants. Plans and implements work programs; and coordinates with other divisions, departments and City personnel to ensure the effective operations of assigned plants.
3. Manages and participates in the development and implementation of goals, objectives, policies and priorities for assigned water/wastewater operations and programs; and recommends and administers policies and procedures.
4. Monitors and evaluates the quality, responsiveness, efficiency and effectiveness of assigned programs, service delivery methods and procedures; analyzes plant processes and coordinates operational changes; and works with employees on the continuous improvement of services.
5. Assures the quality of water/wastewater produced meets regulations set by federal, state, and city agencies; and provides an adequate quantity of water with sufficient pressure to customers when assigned to water production services.
6. Reviews engineering principles to determine the needed labor, equipment and material to accomplish the installation and to determine effective ways for repair or construction.
7. Researches new industry process and equipment for potential implementation. Collaborates with others to research trends, data and other records to gain

knowledge of equipment and machinery; and inspects and investigates problem areas within the system for possible remedies.

8. Records and maintains detailed information on the operation of water/wastewater plants, distribution and collection systems and water quality. Compares the results with goals, regulatory and environmental standards.
9. Participates in the development and administration of the division's annual budget. Participates in the forecast of funds needed for staffing, equipment, materials and supplies; oversees outside contracts; monitors expenditures; oversees inventory; and makes purchasing decisions.
10. Serves as the liaison for the division with other divisions, departments and outside agencies; communicates with customers and contractors; responds to requests for information; and negotiates and resolves issues.
11. Provides staff assistance to the assigned senior management personnel. Reviews and submits reports regarding assigned repair and maintenance projects.
12. Performs other related duties as required.
13. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**

- Methods and equipment utilized in the construction, repair and maintenance of water/wastewater facilities.
- Machines and materials used in a water/wastewater plants.
- Operational characteristics, services and activities of water/wastewater treatment facilities.
- Engineering design related to treatment and distribution system.
- EPA and TCEQ regulations and requirements.
- Principles and practices of water/wastewater treatment or distribution.
- Principles and practices of program development and administration.
- Principles of supervision, training and performance evaluation.
- Principles and practices of budget preparation and monitoring.
- Pertinent Federal, State and local laws, codes and regulations.
- Operational characteristics of personnel computers, SCADA or process automation.
- City policies and procedures regarding safety, personnel and purchasing.
- Federal and state water quality standards.
- Programmable logic controllers and related operational equipment.
- Advanced and emerging water treatment technologies.

- **Skill in:**

- Analysis and mathematics.
- Organization and time management.
- Customer service.

- Computers and applicable software.
- Preparing and delivering presentations and technical reports.
- Interpersonal relations.
- Conflict resolution.
- Researching and investigation.
- Recordkeeping.
- Negotiation and mediation.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Oversee and participate in the management of water/wastewater facility.
 - Oversee, direct and coordinate the work of subordinate employees.
 - Select, supervise, train and evaluate subordinate employees.
 - Participate in the development and administration of division goals, objectives and procedures.
 - Read and understand plans, profile and engineering specific drawings.
 - Read and interpret blueprints.
 - Oversee the supervisory and data acquisition (SCADA).
 - Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
 - Research, analyze and evaluate water/wastewater techniques.
 - Stay abreast of new trends and innovations in the field of water/wastewater.
 - Interpret and apply Federal, State and local policies, laws and regulations.
 - Maintain confidentiality.
 - Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Associate's degree from an accredited college or university with major course work in civil engineering, environmental engineering, chemical engineering, chemistry, biology or a related field and five years of increasing responsible experience in either water production or wastewater treatment operations and maintenance, including two years of lead or supervisory responsibility.

OTHER REQUIREMENTS

Valid Texas driver's license.

Possession of, or ability to obtain, appropriate certification in plant operations from the State of Texas.

The appropriate Texas Commission on Environmental Quality (TCEQ) license will be required per the various sections in the Water Department, as stated below:

When assigned to Water Department / Field Operations Division, Water Distribution Maintenance: a minimum TCEQ Class B Distribution Operator license will be required within twelve months of hire.

When assigned to Water Department / Field Operations Division, Wastewater Collection System Maintenance or Wastewater Preventive Maintenance: a minimum TCEQ Type III Wastewater Collection System Operator license will be required within twelve months of hire.

When assigned to Water Department/ Field Operations Division, Support Section: either a TCEQ Class B Water Distribution Operator license or a TCEQ Type III Wastewater Collection System Operator license will be required within twelve months of hire.

When assigned to Water Department / Water Production Operation Section; a minimum TCEQ Class B Surface Water Operator License will be required.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting; depending on assignment. Incumbents may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises, gases and workspace restrictions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Medium work – Depending on assignment, positions in this class typically exert up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.