**NAVARRO MILLS WATER SUPPLY CORPORATION**

**JOB DESCRIPTION**

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| **JOB TITLE:** Operations Supervisor | **JOB NO:** MT001 |
|  | **FLSA:** Non-Exempt |
| **JOB FAMILY:** Maintenance/Trades | **SAFETY SENSITIVE:** No |

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

**GENERAL SUMMARY**

To lead and participate in the work of staff responsible for installing, operating, and maintaining the Corporation's water distribution and storage system and pumping facilities; to regulate the flow of water in the water system; to ensure that adequate water supplies are available throughout the Corporation; to monitor and ensure water quality meets State standards; and to operate various pump equipment and production facilities in support of the Corporation's water system.

# SUPERVISION

General supervision is provided by the General Manager.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Lead, plan, train, and review the work of staff responsible for installing, operating and maintaining the Corporation's water distribution and storage system and pumping facilities.
2. Operate the pump station.
3. Operate the SCADA system, pumps, boosters, and water flow regulators to maintain adequate water flow and pressure in system.
4. Train assigned employees in pump maintenance and techniques and in the set up and use of equipment.
5. Prioritize work orders in order of importance and delegate to staff.
6. Assist in maintenance and repair of water lines, meters, pump stations, when needed.
7. Ensure the adherence to safe work practices and procedures.
8. Inspect pumps and boosters on a daily basis and record vital numerical information.
9. Inspect pumps and water production equipment for malfunctions, blockages or leaks; diagnose needed repairs; develop maintenance and repair schedules.
10. Clean, lubricate, and service pumps and other production equipment as needed.
11. Regulate the flow of water from reservoirs into various zones throughout the City's water system.
12. Perform weekly testing of equipment and machinery to maintain quality assurance and high performance.
13. Record production and water demands.
14. Perform chemical tests on water samples from various locations; ensure water quality meets regulated standards.
15. Take bacteriological samples as required by TCEQ. Collect samples at designated sample sites on the system and take to TCEQ approved lab for analysis
16. Perform chemical tests of water supplies; determine chemical needs of the water; add disinfectant to the reservoirs as needed.
17. Work with various chemicals.
18. Monitor/assist in routine flushing and maintain flush log as required by the TCEQ.
19. Maintain the security of water pumping facilities.
20. Maintain grounds at assigned facilities.
21. Maintain assigned mobile equipment (truck, backhoe, trencher, trailer, hydro-vac, etc.)
22. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
23. Oversee the annual inspection of ground storage tanks.
24. Oversee and/or assist in cleaning and maintenance of all Corporation equipment.
25. Operate equipment such as backhoe, trencher and hydro-vac as needed.
26. Submit quarterly Operating Report as required by the TCEQ.
27. Advise the General Manager on any issues needing Board attention or approval.

**OTHER DUTIES AND RESPONSIBILITIES**

1. Estimate time, materials, and equipment required for jobs assigned; requisition materials as necessary.

2. Verify the work of assigned employees for accuracy, proper work methods, techniques and compliance with applicable standards and specification.

3. Perform other duties as assigned.

**MINIMUM JOB REQUIREMENTS**

**EDUCATION**

High School Diploma or GED.

**EXPERIENCE**

Two years of increasingly responsible experience involving the operation, installation, maintenance and repair of water distribution systems, storage tanks, pumps, electrical and electronic equipment, and related systems.

**LICENSES AND CERTIFICATES**

Possess and maintain a valid State of Texas driver's license.

Posses and maintain a valid Class “C” Distribution license for the Texas Commission on Environmental Quality.

Obtain a valid Customer Service Inspector license from the Texas Commission on Environmental Quality, within six-months of employment. Failure to obtain certification will result in nondisciplinary termination.

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:**

* Methods and techniques of pump repair and regulations related to water production.
* Operational characteristics of water pump equipment and tools used in the maintenance and repair of pumping facilities.
* Occupational hazards and standard safety practices necessary in the area of work assigned.
* Techniques, materials, tools and equipment used in maintaining pumping facilities.
* Principles of hydraulics.
* Techniques of pump installation and repair.
* Techniques of constructing water distribution facilities including meter installation.

**Skill in:**

* Operating and maintaining the Corporation's pumping facilities.
* Maintaining adequate and appropriate chemical levels in water.
* Operating SCADA system.
* Operating backhoes, trenchers, and hydro-vac.
* Transporting heavy equipment safely via trailers.

**Ability to:**

* Work variable shifts.
* Lead, organize and review the work of staff in the area of work assigned.
* Independently perform difficult pump and water flow repairs.
* Learn principles of lead supervision and training.
* Learn reservoir pump and booster capabilities to regulate water flow.
* Learn chlorine formulas and testing techniques.
* Interpret, explain, and assist in enforcing department policies and procedures within assigned crew.
* Operate a variety of water control and pumping equipment in a safe and effective manner.
* Recognize improper pump operation through visual inspection or auditory inspection.
* Prepare clear and concise reports.
* Understand and follow oral and written instructions.
* Communicate clearly and concisely, both orally and in writing.
* Establish and maintain effective working relationships with those contacted in the course of work.
* Pass a color vision examination.
* Pass a medical physical examination.
* Meet the Corporation's driving standards.

# PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Rare = 1 – 10% | Occasional = 11 – 33% | | Frequent = 34 – 66% | | Continuous = 67 – 100% | |
| **Mark with an “X”** | |  |  |  |  |  |
| Activity | | Not at all | Rare | Occasional | Frequent | Continuous |
| Bend/Stoop | |  |  |  | X |  |
| Twist at waist | |  |  |  | X |  |
| Squat | |  |  |  | X |  |
| Crawl | |  |  | X |  |  |
| Climb | |  |  |  | X |  |
| Reach above shoulder | |  |  | X |  |  |
| Crouch | |  |  | X |  |  |
| Kneel | |  |  | X |  |  |
| Balance | |  |  | X |  |  |
| Push/Pull | |  |  | X |  |  |
| Work outside in all conditions | |  |  |  | X |  |
| Work in confined spaces | |  |  |  | X |  |
| Work at heights > 3 feet | |  |  |  | X |  |
| Operate Machinery | |  |  |  | X |  |

Indicate frequency (N = Never, R = Rare, O = Occasional, F = Frequent, C = Continuous)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Lifting Activity | 1 – 10 lbs. | 11 – 24 lbs. | 25 – 50 lbs. | 51 – 100 lbs. | 101+ lbs. |
| Floor – Waist | F | F | O | O | R |
| Waist – Overhead | F | F | O | R | N |
| Carry | F | F | O | O | N |
| Push/Pull | F | F | O | O | N |

**Mark choice with an “X”:**

Hearing acuity: N/A \_\_\_\_ Average X Low \_\_\_\_

Visual acuity: N/A \_\_\_\_ Average X Low \_\_\_\_

Manual dexterity: N/A \_\_\_\_ Average X Low \_\_\_\_

#### Percent of time spent:

#### Standing 50%

#### Sitting 25%

#### Walking 25%

# DISCLAIMERS

The job description is:

1. Is intended to describe the general nature and level of work being performed by employees assigned to this job title. It is not intended to be construed as an exhaustive list of all responsibilities, duties, skills and behaviors of employees in this job.
2. Not an employment agreement or contract. The Navarro Mills WSC has the exclusive right to alter this job description at any time without notice.
3. Intended to describe the essential functions of the position that a qualified individual must be able to perform, either with or without reasonable accommodation.

The Navarro Mills WSC is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Navarro Mills WSC will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.