Job Family: MANAGEMENT SUPERVISORY
Posting Start Date: 08-21-2019
Salary: Commensurate with experience
Hours: 8:00 am - 5:00 pm.; Monday -Friday, Mandatory on-call as needed.

PRIMARY DUTY: Under basic supervision, supervises and coordinates the staff and daily operations of the Wastewater Treatment Plant, the Water Utility Services Department and the Streets Department.

ESSENTIAL FUNCTIONS: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge and skills. Factors such as regular attendance at the job are not routinely listed in job descriptions but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Supervises and coordinates the operations of Wastewater and Water Utility facilities and equipment, as well and street maintenance and drainage; monitors operations, equipment, lab results and process control systems; assigns staff to work stations, reports maintenance and repair issues, makes process adjustments, assures proper functioning; compiles data and completes summary reports; performs work in accordance with all quality standards and procedures.
- Supervises and trains staff and evaluates performance; meets regularly with staff to discuss and resolve workload, priorities and technical issues; maintains records of services performed.
- Supports the relationship between the City of Elkhart and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.
- May be required to respond afterhours, including holidays and weekends, in the event of a departmental or City-wide emergency.
- Other duties as assigned.
- Driving is essential.

REQUIREMENTS

KNOWLEDGE:

- City policies and procedures.
- State and Federal laws and regulations governing wastewater plant and water utility operations; including Texas Commission on Environmental Quality (TCEQ) standards.
- OSHA safety rules and regulations and safety standards in all applicable environments.

SKILL IN:

- Supervising staff, delegating tasks and authority and evaluating staff performance.
- Monitoring facility operations and identifying maintenance and repair issues.
- Enforcing and maintaining safety standards.

- Establishing and maintaining cooperative working relationships with co-workers.
- Communicating effectively verbally and in writing.
- Use of heavy machinery.

MINIMUM QUALIFICATIONS:

High School Diploma or GED equivalent is required; AND five years' Groundwater Treatment Operator and Wastewater Treatment Operator experience.

LICENSE AND CERTIFICATION:

- A valid Texas Class A Commercial Driver's License is required.
- Class C Water and Wastewater license from Texas Commission on Environmental Quality (TCEQ) is required.
- According to the needs of the City, additional training and certifications may be required.

This job description is not intended to be construed as an exhaustive list of responsibilities, duties and skills required. City management has exclusive rights to alter this job description at any time without notice. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. This document does not create an employment contract, implied or otherwise, other than an 'at-will' relationship.