*Dept/Div: Water Distribution/N/A* FLSA Status: *Exempt*

**General Definition of Work**

Performs complex advanced technical work overseeing the operation of the City's water distribution system, coordinating data collection and processing, monitoring department budget, supervising and managing staff, maintaining files and records, preparing reports and related work as apparent or assigned. Work involves setting policies and goals under the general direction of the City Manager. Departmental supervision is exercised over all personnel within the department.

**Qualification Requirements**

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

**Essential Functions**

Supervises and directs the operation and maintenance of water distribution and collections department; reviews, approves, and inspects water distribution system plans.

Assists in the coordination, preparation, and submission of periodic, special, and other reports; collects information from a variety of sources and compiles data; ensures water distribution and collections samples are in compliance with state rules and regulations.

Provides long-range strategic budgetary planning and collaborative teamwork for internal and external customers; ensures departmental and organizational policies and are within compliance.

Responds to customer complaints and inquiries regarding utility service.

Prepares and maintains a variety of office files, accounts, and other records; prepares statistical and financial reports; processes budget information.

Recruits and selects department personnel; assigns, directs, trains and inspects the work of staff; rewards, disciplines, and evaluates staff performance; develops staff schedules; takes action for transfers, promotions, suspensions, terminations, and demotions

Acts as water distribution and collections ambassador for private and/or public events as needed; assists in preparing, organizing, and processing daily reports for submission to appropriate city agency as requested.

**Knowledge, Skills and Abilities**

Thorough knowledge of the methods and practices of equipment and tools, construction, repair and/or maintenance of utility lines, thorough knowledge of the occupational hazards and safety precautions of the work and related equipment operation; skill in the use of the equipment and tools of the trade; ability to prepare plans and detailed reports, ability to supervise the work of skilled, semiskilled or unskilled workers on a large scale over a wide area, ability to establish and maintain effective working relationships with associates, contractors, business and public officials, and the general public.

**Education and Experience**

High school diploma or GED and considerable experience in a supervisory role including five years’ experience in a water distribution system and two years of experience in a wastewater collection system, or equivalent combination of education and experience.

**Physical Requirements**

This work requires the frequent exertion of up to 25 pounds of force and occasional exertion of up to 10 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms, pushing or pulling and repetitive motions, frequently requires standing, walking and sitting and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm’s length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires working near moving mechanical parts and exposure to outdoor weather conditions, frequently requires exposure to wet, humid conditions (non-weather) and occasionally requires exposure to fumes or airborne particles, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to the risk of electrical shock, exposure to vibration and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

**Special Requirements**

Possession of Texas Commission on Environmental Quality (TCEQ) approved Class C Water Distribution license upon hire or obtain within 1 years of hire.

Possession of Texas Commission on Environmental Quality (TCEQ) approved Collection II Wastewater Collection System Operator license upon hire or obtain within 2 years of hire.

Must meet and maintain all training and education requirements for position.

Valid driver's license in the State of Texas.

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