

## City of Houston

**Title:** Water/Sewer Superintendent

**Reports to:** City Administrator

### **Nature of Work:**

Manages City water supply and waste water treatment plant. Is responsible for budget management and development. Supervision of water and sewer employees. Provide customer service.

### **Key Responsibilities:**

- Develop operation strategies, direct and manage the field and production operations for water and wastewater utility services within the City.
- Perform responsible, skilled, and supervisory work ensuring the proper and effective operations of waste water & water treatment plants, underground distribution and collection systems, storage facilities, and pumping wells.
- Plan, organize schedule, assign, train, counsel and evaluate the work of assigned staff in the plants and on maintenance crew(s).
- Coordinate with outside contractors as needed. Ensure proper safety standards and precautions are followed, and ensure effective departmental safety training.
- Develop, implement, review, and train appropriate staff on standard operating procedures on the operation of waste water & water treatment plants, underground distribution and collection systems, storage facilities, and pumping wells.
- Review and analyze laboratory data, record data in logs and data sheets, and read & record plant treatment rates.
- Inspect processes and equipment, ensuring proper working order. Review operation logs and equipment failure reports.
- Order parts, chemicals, and equipment for operations and other departmental supplies while maintaining budget and following proper purchasing procedures.

**Title:** Water/Sewer Superintendent (continued)

- Respond to emergency and/or customer issues after hours as they may arise.
- Ensure employees maintain current certification as required by all state and federal regulations.
- Develop a yearly program of work to present to the City Administrator by October 1<sup>st</sup> of each year.
- Maintain required state and federal certification.
- Maintain CPR/First Aid certification

**Required Skills:**

Effective communicator

Five-years' experience in water and sewer operations.

Valid Driver's License

Water treatment certification minimum of "D"

Distribution certification of at least a "DSII" and Waste water B license.

Be available to work weekends or holidays if necessary.

First Aid/CPR

Revised October 2018