

**Board Packet  
January 8, 2009**

**SUPPLEMENT 1**

**ITEM 10**

**Amend Public Works Job Descriptions (the positions were changed from non-exempt to exempt, no other changes were made)**

**Water Facility Supervisor Job Description  
Utility Operations and Maintenance Supervisor Job Description**

# Brushy Creek Municipal Utility District

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**Job Title:** Water Facility Supervisor  
**Department:** Public Works  
**Reports to:** Director of Public Works  
**Supervisory role:** Water Facility Operators  
**FLSA:** Exempt  
**Office Hours:** 7:00 AM to 4:00 PM  
**Pay Range:** 20  
**Status:** Full Time

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## General Summary:

The Water Facility Supervisor serves as the chief operator of the District's Water Facility overseeing operations and maintenance of water production and ensuring regulatory compliance for the District.

## Essential Functions:

- Plans, schedules and implements maintenance, and operational activities designed to provide quality water, service for the district; oversees operation and maintenance work to determine acceptability and conformance to standards and ensuring regulatory compliance for the District.
- Performs a variety of laboratory analysis associated with water production to make process control adjustments or to ensure regulatory compliance.
- Obtains and inputs all necessary data to produce the TCEQ monthly operating report.
- Prepares requisitions for supplies for the department and maintains a variety of records relating to personnel, equipment, supplies, chemicals, water production and reports.
- Maintains an accurate record of hazardous chemicals stored at the water facility and keeps the MSDS sheets for these chemicals in an accessible location.
- Instructs and assists and/or performs routine maintenance or replacement of analytical equipment used in the water treatment process.
- Ensures the proper maintenance of equipment and tools by supervising and participating in cleaning and checking equipment and tools after use.
- Calibrates analytical equipment and instructs others on proper calibration methods.
- Oversees the safety of assigned maintenance workers and equipment operators by instructing individuals in proper safety procedures and monitoring work in progress.
- Assists in motivating and evaluating personnel by acting as liaison between crew members and others.
- Educates and oversees employees performing the duties of maintenance, operations and repair of water facilities.
- Other duties as assigned by the Director of Public Works.

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## Knowledge, skills and abilities:

- Ability to work independently and complete daily activities according to work schedule.
- Ability to lift heavy objects, walk and stand for long periods of time, and to perform strenuous physical labor under adverse field conditions.
- Ability to communicate effectively orally and in writing.
- Ability to use equipment and tools properly and safely.
- Ability to understand, follow and transmit written and oral instructions.
- Ability to establish effective working relationships with employees, supervisors, and the public.
- Ability to perform heavy manual tasks for extended periods of time.
- Considerable knowledge of equipment, facilities, materials, methods and procedures used in operation of surface water treatment plants.
- Must be able to operate a computer including Windows, Microsoft Office, PC anywhere, and SCADA systems.
- Ability to drive trucks, use common hand tools, voltage meters, and man lifts.
- Skill in operation of the majority of the District's operational and control equipment at the water facility including, but not limited to:  
  
AFD pumps, chemical pumps, centrifugal pumps, chlorine analyzers, turbidity meters, jar test machine, conductivity meters, pH meters, ammonia analyzers, HACH DR4000, and other common laboratory equipment used at the water facility.

## Minimum Educational and Training Requirements:

- Graduation from high school or GED equivalent and
- Four years of experience relating to operation, maintenance, or repair of water treatment facilities or
- Any equivalent combination of education and experience.
- Possess a valid Class "B" certification in Water and Wastewater.
- Must be able to read and interpret construction plans and specifications.
- Considerable knowledge of PALL membrane treatment systems.
- Must pass a drug screening test and background check.
- Possess and maintain a valid Texas Driver's License and acceptable driving record.

## Mental Demands:

- Maintaining confidentiality
- Creative problem solving
- Properly handling stress

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- Effectively using oral and written communication
- Professional customer contact
- Balancing multiple concurrent tasks
- Effectively dealing with interruptions

## **Working Conditions:**

The working conditions 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.

- While performing the duties of this job, the employee occasionally works in outside weather conditions.
- The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration.
- The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.
- The employee may be required to work in confined spaces such as manholes and wet wells.
- The noise level in the work environment is usually loud in plant settings, and moderately quiet in office settings.

## **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 essential functions.

- The employee is regularly required to use hands, to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms.
- The employee frequently is required to stand and talk and hear.
- The employee is occasionally required to walk, sit, climb or balance, stoop, kneel, crouch or crawl and smell.
- The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this job. They are not an exhaustive list of all duties and responsibilities associated with it.

# Brushy Creek Municipal Utility District

Employee's Signature

Date

Immediate Supervisor's Signature

Date

# Brushy Creek Municipal Utility District

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**Job Title:** Utility Operations & Maintenance Supervisor  
**Department:** Public Works  
**Reports to:** Public Works Director  
**Supervisory role:** W & WW Operators  
**FLSA:** Exempt  
**Office Hours:** 7:00 AM to 4:00 PM  
**Pay Range:** 20  
**Status:** Full - time

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## General Summary:

The Utility Operations & Maintenance Supervisor performs a variety of administrative, skilled, and technical work in the planning, construction, operation, repair, maintenance, and replacement of water, wastewater, storm drainage system, parks, pools and District facility grounds.

## Essential Functions:

- Plans, schedules and implements operation, maintenance, and construction activities designed to provide quality water, wastewater, drainage, park and pool service for the District; oversees District and developer construction and maintenance work to determine acceptability and conformance to standards. Primary focus will be to oversee operations and maintenance of water distribution, and wastewater collection system to insure regulatory compliance for the District.
- Educates and oversees employees performing the duties of maintenance, construction and repair of water, wastewater, drainage, park and pool facilities. Assists in motivating and evaluating personnel and acts as a liaison between crew members and District management.
- Supervises the use of, and assumes responsibility for all materials, supplies and equipment used in the maintenance, construction and repair of water system, wastewater collection system, wells, pumps, storm drainage system, parks, pools and other District facilities. Insures that all necessary materials, supplies and equipment are available by maintaining an inventory of parts and materials and obtaining necessary parts, tools and supplies for the store room. Requisitions needed supplies for the department.
- Inspects and supervises the maintenance and repair of booster pumps, meters, fire hydrants, lift stations, chlorine pumps, water quality facilities and other mechanical components throughout the District at frequent intervals to insure that all aspects of the systems are functioning properly.
- Maintains a variety of records relating to personnel, equipment, supplies, and regulatory data relating to the water distribution and wastewater collection systems.

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- Supervises the location of gas, telephone, power, television, water and wastewater lines from the appropriate sources prior to excavation and informs crew of such locations.
- Oversees the response to complaints regarding water leaks, pressure loss or no water, evaluates situation, to determine if liability lies with the District or property owner; explains findings to the property owner and notifies appropriate water and wastewater crews if necessary.
- Oversees the communication with residents and business owners in area where services will be discontinued to explain when services will be shut off and how soon it will be turned back on.
- Complies with and enforces employee compliance with all District Safety policies and procedures by instructing staff in proper safety procedures, monitoring work in progress and overseeing the safety of assigned maintenance workers and equipment operators.
- Inspects and assists in the control and use of supplies and equipment used in the maintenance, construction and repair of waterlines, wastewater lines, drainage systems and other department facilities to insure that all equipment is in proper working order. Operates a variety of power construction and maintenance equipment used in the water and wastewater department and insures the proper maintenance of equipment and tools by supervising and participating in cleaning and checking equipment and tools after use.
- Performs other duties as assigned.

### **Knowledge, skills and abilities:**

- Ability to work independently and complete daily activities according to work schedule
- Ability to lift heavy objects, walk and stand for long periods of time, and to perform strenuous physical labor under adverse field conditions
- Ability to communicate effectively orally and in writing
- Ability to use equipment and tools properly and safely
- Ability to understand, follow and transmit written and oral instructions
- Ability to establish effective working relationships with employees, supervisors, and the public
- Considerable knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities for utilities, parks and pools.
- Skill in operation of all or most of the listed tools and equipment
- Ability to perform heavy manual tasks for extended periods of time
- Must pass a drug screening test and criminal background check
- Exemplary customer service skills
- Knowledge of operation and use of motorized vehicles and equipment, including pickup truck, dump truck, jetter/inductor truck, street roller, backhoe, man lift, tamper, plate compactor, saws, pumps, compressors, sanders, generators, trencher, common hand and power tools, shovels, wrenches

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- Skill in use of detection devices, mobile radio, phone
- Must be familiar with and be able to operate the majority of the District's operational and control equipment
- Must be familiar with computers and be able to use email, MS Word, MS Excel to maintain records and prepare reports

## Minimum Education and Training Requirements:

- High school diploma or GED required
- Eight (8) years of experience relating to construction, maintenance, and repair of utilities. Four (4) years of experience as a Supervisor.
- Valid State Drivers License (CDL preferable)
- "C" Certification or better from TCEQ in Water and or Wastewater (Have the ability to obtain dual certification within 6 months).
- C.S.I. or Backflow Prevention Assembly Tester Certification from TCEQ or equivalent preferred.
- Must be able to read and interpret construction plans and specs

## Mental Demands:

- Maintaining confidentiality
- Creative problem solving
- Properly handling stress
- Effectively using oral and written communication
- Professional customer contact
- Balancing multiple concurrent tasks
- Effectively dealing with interruptions

## 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.

- While performing the duties of this job, the employee occasionally works in outside weather conditions.
- The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration.
- The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

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- May be required to work in confined spaces such as manholes and wet wells.
- The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.

## 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.

- While performing the duties of this job, the employee is regularly required to use hands, to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms.
- The employee frequently is required to stand and talk and hear.
- The employee is occasionally required to walk, sit, climb or balance, stoop, kneel, crouch or crawl and smell.
- The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds.
- Specific vision abilities required by this job include close and distant vision, color and peripheral vision, depth perception and the ability to adjust focus.

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this job. They are not an exhaustive list of all duties and responsibilities associated with it.

Employee's Signature

Date

Immediate Supervisor's Signature

Date