

CITY of ODEM



JOB POSTING

POSITION:

Water/Wastewater Superintendent

SALARY:

\$35,360 TO \$49,920 (Negotiable based on Education, Licensing and Experience)

LOCATION:

Odem City Hall, 514 Voss Ave. Odem TX 78370

JOB TYPE:

Full-Time, Non-Exempt

CLOSING DATE:

Until the position is filled.

SUMMARY:

Performs intermediate technical work installing, repairing, and maintaining water meters, lines, pumps, and motors; reading utility meters and recording reading manually or with automatic recorder; connecting and disconnecting utility services; and related work as apparent or assigned. Also performs intermediate technical work operating a wastewater treatment plant, taking samples, performing routine tests, ensuring proper plant operation, maintaining records and files, and preparing reports. Performs manual work including routine maintenance and repair duties for public utilities; manhole installation and maintenance; cleaning wastewater lines and manholes; lift station maintenance, and related work as apparent or assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Performs the functions and responsibilities of Water Laborer
2. Installs, maintains, and repairs water lines, services, meters, meter boxes, valves, water taps, fire hydrants, etc.
3. Replaces and repairs services lines; assists in water and sewer line extension and new installation.
4. Collects water samples for laboratory testing and performs minor testing for bacteria,

nitrate, nitrite, monochloramine, free and total chlorine, and ammonia levels.

5. Performs checks on meters, visible plumbing, and connections to determine if they are correctly installed and functioning properly, reports defects or leaks and meters not accessible for reading. Sprays and spreads pesticides in and around meter boxes and meter access area, as necessary.
6. Fire hydrant installation, testing, and maintenance.
7. Water pump stations and water storage facilities maintenance and repair. Wastewater line installation, taps, repair, and replacement.
8. Document materials used and actions taken to complete task orders.
9. Performs the functions and responsibilities of a Water Laborer.
10. Makes tours of plant and checks engines, generators, pumps, tanks, filters, valves, and other equipment for proper functioning, monitors gauges, meters, and control panels.
11. Records readings from meters and instruments; maintains various records and logs on plant operations.
12. Regulates and adjusts motors, pumps, blowers, valves and other apparatus, plant machinery, and equipment to meet changing operating conditions.
13. Collects samples of raw sewage, primary treatment effluent, and grit for laboratory analysis; performs tests such as chlorine residuals, pH, etc.
14. Checks dissolved oxygen in basins; inspects blowers and grit classifier.
15. Operates solids handling equipment; runs the gravity wet box; and adjusts flow and polymer.
16. Skims grease from settling tanks; backwashes filters; cleans bar screens; checks chemical tanks and fills with required chemicals; and checks sludge levels.
17. Operates pump truck in the transportation of raw waste.
18. Performs minor maintenance and lubrication on equipment; cleans and services pumps, motors, and other equipment.
19. Makes minor or emergency repairs, reports defects to proper personnel.
20. Performs minor preventive maintenance on plant equipment; assists with plant maintenance and repair.

21. Operates a variety of light equipment including sewer cleaning equipment. Performs the functions and responsibilities of a Wastewater Laborer Monitors SCADA systems.
22. Maintains department vehicles, tools and equipment to ensure proper and safe operation. Assist with other departments maintenance work as needed or required.
23. Complete assigned health and safety courses to create a safe work environment. Other duties assigned.
24. Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job.
25. Duties, responsibilities, and activities may change at any time with or without notice.

EDUCATION AND/OR EXPERIENCE:

High School Diploma or GED with minimal experience in a water utility organization and in operation of a wastewater treatment plant

CERTIFICATIONS AND LICENSES REQUIRED:

Valid driver's license in the State of Texas (Class C required; Class B preferred).

Must have a Texas Commission on Environmental Quality (TCEQ) Class D Water License and (TCEQ) Class D Wastewater License or obtain licensure within 6 months of employment.

Must obtain TCEQ Class C Water license and (TCEQ) Class C Wastewater License within three years.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Thorough knowledge of the occupational hazards connected with the work and the safety precautions to be taken.
2. Thorough knowledge of utility billing terminology, methods, and procedures.
3. General knowledge of the methods and procedures involved in the reading of meters and recording consumption.
4. General knowledge of the geography and street locations of the City.
5. Some knowledge of the operating characteristics and maintenance requirements of a wastewater treatment plant.
6. Some knowledge of hydraulic, chemical, and mechanical principles pertinent to wastewater treatment plant operations.
7. Some knowledge of the occupational hazards of the work and of the necessary safety

precautions.

8. Skill in the use and care of hand tools.
9. Ability to detect flaws in the operation of mechanical equipment and to determine proper remedial measures.
10. Skill in the use of personal computers, associated software packages, hardware, and peripheral equipment.
11. Ability to work independently.
12. Ability to operate machinery and equipment.
13. Ability to understand and follow oral and written instructions.
14. Ability to read meters and charts accurately and to maintain records of shift operations.
15. Ability to establish and maintain effective working relationships with associates, vendors, businesses, and the public.

PHYSICAL DEMANDS:

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job;

1. This work requires the regular exertion of up to 10 pounds of force and occasional exertion of up to 50 pounds of force.
2. Work regularly requires using hands to finger, handle, or feel; reaching with hands and arms; frequently requires standing, walking, stooping, kneeling, crouching or crawling,
3. lifting, and repetitive motions; and occasionally requires sitting, climbing or balancing, smelling, pushing, or pulling.
4. Work has standard vision requirements.
5. 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.
6. 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.
7. Work requires operating motor vehicles or equipment and observing general surroundings and activities.

8. Work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, and assembly or fabrication of parts within arm's length.
9. Work occasionally requires exposure to outdoor weather conditions, exposure to toxic or caustic chemicals, exposure to fumes and airborne particles, or exposure to bloodborne pathogens, and may require the use of specialized personal protective equipment.
10. Work occasionally requires working near moving mechanical parts, and working in high, precarious places.
11. Work is generally in a moderately noisy location (e.g. on or near noisy equipment).
12. Work requires operating motor vehicles or equipment and observing general surroundings and activities.

**Healthcare for the employee is currently at no cost to the employee.

The City of Odem is an Equal Opportunity Employer and complies with the Americans with Disabilities Act and Uniformed Services Employment and Reemployment Rights Act (USERRA). If you require an accommodation in order to apply for a position, please request assistance contact Odem City Hall staff at 361-368-2831