

CITY OF HALLSVILLE

JOB DESCRIPTION: City Utilities Superintendent --

DEPARTMENT: Water

Serves as the superintendent over the waste water and water system within the city; supervises and oversees daily operations of the city's sewer plant and water system; works closely with contractors on water and sewer projects; maintain four required licenses in order to perform work as required on city systems; on call 24 hours/7 days a week in case of water emergencies; acts as heavy equipment operator and performs related work as required.

GENERAL PURPOSE

Performs a wide variety of duties associated with the city's waste water and water system.

SUPERVISION

Works under the supervision of the Mayor

REQUIRED DUTIES AND RESPONSIBILITIES

- Responsible for all water and sewer operations
- Trains water and sewer personnel
- Assists contractors with water and sewer projects
- Performs CSI Inspections on all new construction
- Heavy equipment operator
- Performs electrical work on control panels on waste water and water pump stations
- Prepares monthly and yearly water and sewer reports to TCEQ
- Supervises all water, waste water, and grounds keeper personnel
- Works closely with City Engineer
- Maintain ground water, surface water, waste water, and CSI licenses
- On call 24 hours/7 days a week in case of water emergencies
- Manages and maintains the operation of 11 sewer pump stations
- Manages and maintains the operation of 4 water booster stations
- Manages and maintains the operation of 3 water towers
- Maintains Scada operation
- Good computer knowledge and calculator skills
- Responsible for the maintenance and upkeep of all water department vehicles
- Performs samples on all services
- Assists water department office staff
- Assists water department with all complaint calls

HOURS

8:00 AM – 5:00 PM Monday thru Friday

As needed/On Call 24/7

EMPLOYEE HANDBOOK

Have read and understand and is required to be in compliance with handbook at all times