



LITTLE ELM

TOWN OF LITTLE ELM

100 W. Eldorado Pkwy.
Little Elm, Texas 75068
214-975-0400

Apply online: <http://littleelm.applicantstack.com/x/detail/a2kfli8ho46s>

JOB SUMMARY

Responsible for planning, organizing, and supervising the activities of the Wastewater Treatment Plant; directs assigns, supervises, and reviews the work of the Wastewater Treatment Plant Operators. The candidate must be highly motivated and strive for success by demonstrating Little Elm's Core Values of Integrity, Customer Service, Efficiency, and Innovation.

EDUCATION/TRAINING/EXPERIENCE

High School diploma/ GED

College degree given preference

Three (3) years of demonstrated supervisory experience

Five (5) years of waste water utilities experience.

LICENSES OR CERTIFICATES

Must be bondable.

Class B Waste Water Treatment License issued by the Texas Commission Environmental Quality

Valid Texas class C drivers License

LANGUAGE SKILLS

Ability to read, writes, and speaks English fluently.

Ability to respond to common inquiries or complaints from customers, regulatory agencies or authorities, or members of the local business community.

OTHER SKILLS & ABILITIES

1. Ability to establish and meet deadlines.
2. Self-motivated.
3. Ability to establish and maintain good relationships with other supervisors and other personnel.

4. Demonstrate a willingness to perform duties in a team environment.
5. Knowledge and skill in the use of a computer.
6. Skills coordinating and managing multiple projects and/or assignments.
7. Knowledge of wastewater utilities practices and procedures
8. Knowledge of national standards, safety codes, city ordinances, and relevant laws and regulations
9. Ability to work with and help develop divisional budget
10. Skills coordinating and managing multiple projects and/or assignments.
11. Candidate must have the ability to communicate effectively with city staff, supervisors, residents, and vendors.
12. Must have the ability to perform tasks under pressure, with short deadlines and the ability to work overtime and flexible hours as necessary.
13. Use tact and diplomacy with public, and maintain effective working relationships with co-workers
14. Must have the ability to participate in the development and administration of division goals, objectives and procedures
15. Must possess strong organizations skills and be entrepreneurial, energetic, and imaginative
16. Good verbal and written communications skills are essential.
17. Skilled in the use of a variety of machines, including, but not limited to, radio, personal computers, telephone, calculators, facsimile machine and copiers.

REASONING ABILITY

1. Ability to interpret a variety of instructions furnished by management in written, oral, diagram, or schedule form.
2. Must have the ability to comprehend policies, procedures, regulations, organizational structures, etc

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to operate various machines, drive vehicles and/or equipment; and reach with hands and arms. The employee frequently is required to talk and hear. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to (80) eighty pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Office conditions; outdoor environment; exposure to conditions of construction and Wastewater treatment plant; including loud noises, dust, heavy vehicles and equipment; exposure to inclement weather; other hazards while conducting field inspections; exposure to moving vehicles and equipment, slippery surfaces, and other related conditions.

ESSENTIAL JOB FUNCTIONS

1. Responsible for ensuring shift personnel adhere to operational guidance and directives received from management.
2. Reviews and inspects plant data and records and makes personal observations to determine plant performance.
3. Collects data from operations personnel and prepares summary reports to show impact on plant and/or system.
4. Uses computer and appropriate software to generate reports and input appropriate data.
5. Works to ensure that all shift personnel are following established procedures as related to operations, maintenance, and safety for the wastewater facilities.
6. Maintain appropriate payroll records for shift personnel to include use of paid time off, unpaid leave, and unexcused absences.
7. Communicate in a courteous manner with public as calls may arise and determine appropriate course of action based on nature of call.
8. Undertake special studies, projects, assignments, or related work as required or directed.
9. Develop, implement, and update Standard Operating Procedures to insure plant compliance.
10. Provide continued training for wastewater personnel.
11. Develop, implement update operational charts.
12. Update work orders through the work order system.
13. Monitor certified personnel continuing education credits and requirements.
14. Take inventory and order chemicals for the treatment of wastewater and air quality
15. Schedule solids dumpster removal at the treatment plant.
16. Conduct responsibilities associated with the safety program as assigned.
17. Perform the Operations duties of a Shift Supervisor and cover in the rotation as needed.

E.O.E. The Town of Little Elm does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.

