



# GARLAND

TEXAS MADE HERE

## WATER/WASTEWATER ADMINISTRATOR

### **Summary**

Responsible for assisting in overseeing and directing the City's entire water transmission and distribution system and wastewater collection system.

**Number of Direct and Indirect Reports (include titles):** 6 -Field Supervisors, 1 –Water Quality Technician, 3 - Water/Wastewater Inspectors, 29 -Wastewater Utilities Operators, 27 -Water Utilities Operators, 1-Departmental Coordinator.

**Financial Budget Responsibility:** Department Budget: \$10 million:

**Essential Duties and Responsibilities** *include the following. Other duties may be assigned.*

1. Manage operations and supervision in Water Distribution, Metering Services, Construction, Sewer Maintenance and Repair, Inflow & Infiltration, Inspections, and Administration. Provide guidance on hydrologic issues
2. Direct work force in procedures that comply with state and federal regulations, ordinances and laws.
3. Develop policy and procedures for water/wastewater operations.
4. Interpret data to ensure uninterrupted service to all water/wastewater customers.
5. Manage, prepare and review Water Capital Improvement Program and Annual Operating Budget. Assists with reports to City Council. Assist with water resources management programs with North Texas Municipal Water District.
6. Review, maintain and adjust policies for the Skill Based Pay System and act as assessor for program requirements. Write, coordinate and execute departmental policies and procedures with Human Resources for 70+ employees.
7. Manage response to customer inquires with appropriate actions, coordinate customer claims for property damage with Risk Management.
8. Develop and implement asset management and long term planning for improvements to the Water Distribution and Wastewater Collection Systems.
9. Coordinate with other City departments to include completed projects in the City's master records. Meet with service providers and vendors to evaluate new products and materials.
10. Coordinates with other departments by reviewing plans for site permit applications, and attend pre-construction meetings.
11. Assigns, evaluates and supervises performance of subordinate staff. Resolve significant work issues involving employees. Interview/hire candidates, develop job descriptions.
12. Coordinate staff and consultants needed for complex analyses and engineering feasibility studies
13. Review and analyze the effect of new federal or state legislation on city water plans, facilities and programs.

### **Minimum Qualifications**

- Four-year college degree
- 8 years related experience
- 2 years management experience

Or an equivalent combination of education and experience sufficient to successfully perform the essential functions of the job.

### **Preferred Qualifications**

#### Education/ Experience:

- Bachelor's degree in Civil Engineering or related field of study
- 8-10 years experience in water distribution, wastewater collection or similar field
- 2 - 4 years management experience
- Licensed Professional Engineer

### **Knowledge, Skills & Abilities:**

- Extensive knowledge of Water Distribution and Wastewater Collections Operations
- Comprehensive knowledge of industry materials for replacement of existing infrastructure
- Comprehensive knowledge of safety work zone and construction procedures
- Skill in Microsoft Office (Word, Excel, Access and Outlook)
- Appropriate National Incident Management System certification

### **Licenses and Certifications**

- Valid Class C Texas driver's license
- TCEQ Class B Water Distribution License, or the ability to obtain within 2 years.
- TCEQ Type III Wastewater Collections License, or the ability to obtain within 2 years.
- TCEQ Customer Service Inspection License, or the ability to obtain within 2 years

### **Physical Requirements / Work Environment**

The incumbent works in a typical office environment; with occasional exposure to unpleasant environmental conditions or hazards.

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