

Water Treatment Plant Supervisor

Position Description RED RIVER REDEVELOPMENT AUTHORITY

The Red River Redevelopment Authority (RRRA) is a special purpose municipal subdivision of the State of Texas. The Charter of the RRRA is to promote economic redevelopment of closed and surplus military property in Bowie County, TX. The RRRA currently owns and operates the water, wastewater and industrial wastewater distribution, collection and treatment systems that serve a 52 square mile area and includes service to Lone Star Army Ammunition Plant, Red River Army Depot and the Red River Commerce Park. This position will provide key support to the on-going utility operations and support the broader mission of the RRRA.

GENERAL DESCRIPTION

The Water Treatment Plant Supervisor (WTPS) reports to the Water and Wastewater Systems Manager and will be responsible for overall operation, maintenance, performance and, in close coordination with the Director of Engineering, will assist with the coordination of capital improvements at the water treatment plant. The WTPS will be responsible for meeting all permit requirements and meeting all state and federal regulations. The WTPS must be knowledgeable in all regulatory obligations.

The Water Treatment Plant Supervisor:

- Plans, schedules and supervises the work of subordinates including establishing work priorities, assigning responsibilities and reviewing performance.
- Supervises and participates in chemical and bacteriological examinations of water in various stages of its treatment including determining chemical dosage and application of chemical supply.
- Develops and refines laboratory and safety methods and procedures.
- Develops new procedures and Standard Operating Procedures for comprehensive operations manuals.
- Performs unusual or difficult tests by setting up, taking down and cleaning chemical and bacteriological apparatus.
- Keeps records and makes reports of plant activities.
- Coordinates compliance with all drinking water regulations.
- Designs and implements all required reports and brochures.
- Coordinates with TCEQ, EPA and prepares response to TCEQ and EPA requests.
- Coordinates and administers special projects and testing required by EPA and the TCEQ.
- Researches and reviews State and Federal regulations and proposed amendments.

- Assists the Water and Wastewater Systems Manager, Director of Engineering and Executive Director prepare the operating budget; ordering operational supplies and equipment; and oversight of plant performance.
- Responsible for budgeting compliance.
- Responsible for chemical supply, handling and safety
- Keeps records and makes reports for State, and Federal requirements on plant performance.
- Provides customer and public relations assistance for Water Plant, including providing technical responses and water education programs.
- Assists with formulation of standard operating procedures and oversight of Capital construction projects.
- Assures compliance with State, and Federal policies and ordinances.
- Maintains regular and punctual attendance and working hours.
- Regularly lifts up to 10 pounds and occasionally lifts up to 30 pounds.
- Expected to temporarily perform duties outside of normal classification in the event of a declared emergency or other exigent circumstances requiring the on-site presence of a licensed operator. In the event that an employee is excused from work other than being sick, they will be required to report to work under these circumstances.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Graduation from a four-year college with major course work in biology, chemistry, environmental sciences, business or public administration or related field. A minimum of five years of progressively responsible experience with considerable experience in supervision within a municipal government or industrial utility setting; or any equivalent combination of experience and training that provides the required knowledge, skill and abilities.

Abilities

Ability to speak English clearly so others can understand you, ability to see details at close range (within a few feet of the observer), ability to see details at a distance, ability to identify and understand the speech of another person, ability to listen to and understand information and ideas presented through spoken words and sentences. Able to lift 10-30 pounds regularly. Bending, standing for extended periods of time and walking outside on uneven surfaces, climbing ladders and working in an industrial environment.

Job Knowledge

Knowledge of practices and techniques concerning water treatment and plant operations; working knowledge of State and Federal regulations relating to water production; thorough knowledge of the operation and care of specialized laboratory equipment; thorough knowledge of the elementary principles, practices and techniques of chemistry and bacteriology of water treatment; knowledge of research methodology and practices; ability to operate a personal computer and handheld personal communication/data devices using standard or customized software applications; ability to complete work assignments accurately and in a timely fashion with proper attention to detail and to provide and follow instructions both verbal and in written form; ability to prepare and present accurate and reliable reports containing findings and recommendations; ability to exercise sound independent judgment within general policy guidelines.

Language Skills and Interpersonal Communication

Requires effective communication skills, requires the ability to write and speak clearly, distinctly and effectively with fellow employees and the general public; read in English and compare similarities and differences between words and series of numbers; apply common sense understanding to the work process, procedures, programs and services; and to provide and follow verbal and written instructions; ability to establish and maintain effective working relationships with RRRRA officials, RRRRA staff, business representatives, and other governmental agencies.

Work Environment

Work is performed inside, in an office setting and water treatment plant, and in an outside environment. Inside there is exposure to high equipment noise, chemical fumes, and potential electric and machinery hazards. Field conditions outdoors are varying weather conditions, with varying low to high equipment noise; walking on changing ground surfaces; and there is some driving in various weather conditions.

Special Requirements

Possession of a class “C” State of Texas Plant Operator’s Certificate. Ability to obtain class “B” Texas Plant Operator's certificate within a reasonable period of time. Possession of a valid Texas driver’s license.

The Red River Redevelopment Authority (RRRA) is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the RRRRA will provide reasonable accommodations to qualified individuals with disabilities and encourages employees and prospective employees to discuss needed accommodations with the appropriate RRRRA representatives.