



## POSITION DESCRIPTION

<b>Position Title</b>	Field Operations Team Leader (FOTL-W/WW)		
<b>Reports to</b>	Water & Wastewater Operations Manager	<b>Department</b>	Operations
<b>Hiring Rate</b>		<b>Date Prepared</b>	9/30/2016
<b>Job Category</b>	Non-exempt/hourly		

**Purpose:**

This position is responsible to supervise the operation and maintenance of the water production/treatment and distribution systems as well as wastewater treatment and collections within the Crystal Clear CCN and other areas of responsibility. This includes the operation, planning, organization, and supervision of the water production/treatment facilities, water distribution systems, water storage and pumping facilities, and the elevated water storage tanks as well as wastewater treatment and collections. This job also coordinates activities with outside agencies such as the TCEQ, GBRA, CRWA, Guadalupe County Underground Conservation District and the Edwards Aquifer Authority.

**Supervisory Role:**

The FOTL-W/WW is responsible for coordinating his/her day-to-day activities with all Crystal Clear (CC) O&M personnel.

**Essential Duties and Responsibilities:**

1. Provides guidance and leadership to CC O&M personnel.
2. Prioritizes tasks to meet deadlines.
3. Responsible for all elements of the water & wastewater receiving, treatment, and distribution/collections systems.
4. Coordinates the organization, staffing and operational activities for the:
  - a. Raw water production, filtration, and disinfection facility including the operation and maintenance of the facilities.
  - b. Water distribution system including the operation and maintenance of the water storage and pumping facilities.
  - c. Elevated water storage tanks including the operation and maintenance of the valves and system monitoring equipment (SCADA).
  - d. Wastewater collections.
  - e. Wastewater treatment.
5. Participate in the development and implementation of goals, objectives, policies, and priorities; identify resource needs; recommend and implement policies and procedures for the water and wastewater systems' operation and maintenance.
6. Select, train, motivate and help evaluate assigned personnel; provide staff training; work with assigned personnel to correct deficiencies; implement or recommend discipline and/or termination if necessary.
7. Identify means for improving methods and procedures; review with appropriate management staff and engineering consultants; implement improvements for the production, treatment and distribution of water
8. Participate in project reviews affecting the water and wastewater systems.
9. Participate in the development and administration of assigned budget; forecast funds needed for equipment, materials, and supplies; monitor expenditures and recommend adjustments as necessary.
10. Supervise the maintenance of time, material, and equipment use records; requisition supplies and material.



## **POSITION DESCRIPTION**

11. Perform inspections on equipment for needed maintenance or repair; oversee and coordinate construction activities for:
  - a. Water storage, filtration, and disinfection facility
  - b. Water distribution system
  - c. Water storage and pumping facilities
  - d. Elevated water storage tank
  - e. Wastewater collections.
  - f. Wastewater treatment.
12. Ensure the adherence to safe work practices by all personnel assigned to the water/wastewater systems' operation and maintenance.
13. Assures regulatory compliance at all times. This includes but is not limited to monthly operations and discharge monitoring reports
14. Prepares Work Orders to document his/her activities and as needed to engage additional resources and follows up on open work orders as relates to the job.
15. Provides excellent customer service.
16. Prepares technical reports and plans. This includes preparing Monthly Operating Reports, DMR, EAA Reports, and Annual Consumer Confidence Reports.
17. Provides leadership by example.
18. Performs other related tasks as directed or required.

## **Essential Knowledge, Skills and Abilities**

1. Education:
  - a. High school diploma or GED plus 3 years of experience minimum. TCEQ "C" Certification in water and wastewater is required to be maintained.
2. Experience:
  - a. Requires 3-5 years of experience working with water systems.
3. Specialized knowledge:
  - a. Operational characteristics, services, and activities of water/wastewater systems.
  - b. Design, construction, functions and purposes of:  
Water treatment and distribution systems
  - c. Standard principles of hydraulics, biology, chemistry, and mathematics as related to water treatment, storage, water distribution, wastewater collections and treatment.
  - d. Basic mechanical and electrical systems.
  - e. Materials, methods, practices and equipment used in water/wastewater systems maintenance and repair activities.
  - f. Occupational hazards and standard safety precautions necessary in the workplace.
  - g. Principles of leadership, management, and training and performance evaluation as applied to water/wastewater systems and personnel.
  - h. Current physical and chemical processes involved in water treatment and water distribution systems as well as wastewater treatment and collections .
4. Skills:
  - a. Must have excellent communication skills both verbal and written.
  - b. Must have excellent organizational and planning skills.
  - c. Must have excellent interpersonal skills, with the ability to interact with all levels of workers and external agencies.
  - d. Must have a very good level of proficiency in Word and Excel.
  - e. Must be self-motivated in order to complete job requirements without constant supervision.
  - f. Leadership skills



## POSITION DESCRIPTION

### Work Environment and Physical Demands

1. Harsh Texas weather conditions.
2. Must not have existing medical conditions aggravated by constant exposure to intense climatic conditions.
3. Required to observe all safety and environmental policies in compliance with federal, state and local laws.
4. Must have professional appearance, consistent with the Employee Handbook.
5. Must be able to lift 50 lbs unassisted on an infrequent basis.

### Disclaimer

This position description indicates the general nature and level of work expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

<i>Prepared by: Asst. Gen. Mgr. George Patterson</i>	<i>Approved by O&amp;M Manager: Suzanne Silva</i>	<i>Approved by General Manager: Mike Taylor</i>
<i>Date: December 2, 2016</i>	<i>Date: December 2, 2016</i>	<i>Date: December 2, 2016</i>