

# Distribution and Collection Superintendent

Salary Range: **\$24.60 to \$33.63** per hour; **\$51,168.00 – \$69,950.40** annually

The Public Works Department has an opening for a Distribution and Collection Superintendent. Under the general supervision of the Public Works Director, the Distribution and Collection Superintendent will provide responsible staff assistance to the Director to plan, prioritize, organize, manage, select, supervise, train, assign, review, evaluate, and participate in the work of the water distribution and wastewater collection maintenance staff. This position will exercise daily direct supervision over the personnel responsible for providing operation and maintenance services related to water distribution and wastewater collection systems.

## **Minimum Qualifications and Education:**

- High school diploma or equivalent is required.
- Bachelor's Degree in Environmental Science, Engineering or Construction Management is preferred.
- Extensive experience and specialized training in the principles and practices related to water, wastewater and supervision.
- Five (5) years of increasingly responsible experience in the construction, maintenance, and repair of water distribution and wastewater collection systems.
- At least three (3) years of supervisory experience.
- Class B or Class III Wastewater Treatment or Class III Collections, and Class B Surface Water Treatment or Class B Distribution. Class A certifications are preferred.
- Texas Class B CDL

## **Summary of Duties (include but are not limited to):**

- Perform comprehensive review of system processes, identify problem areas and determine the most efficient and cost-effective ways to resolve issues.
- Select, supervise, train, assign, manage, and review performance of staff.
- Inspect and verify work in progress for efficiency and effectiveness, evaluate completed work for accuracy and compliance with applicable standards, regulations, and specifications.
- Independently perform the most difficult water and wastewater system duties while exercising good judgment, flexibility, and creativity in response to changing situations and needs.
- Present verbal and written reports for the Public Works Director as required and participate in reporting, communication, and compliance with State and Federal Agencies.
- Prepare or cause to be prepared necessary daily, weekly, monthly, and annual records and reports for project activities, status, and materials used.
- Meet with contractors, property owners, and others in the areas of water distribution and wastewater collection systems regarding use, needs, and to resolve inquires and complaints.
- Read, interpret, and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints, and schematics and assist in the review of plans and specifications for new development and capital improvements.
- Understand the occupational hazards and standard safety precautions necessary in the areas of water and wastewater systems; plan and provide required safety training, PPE, and additional apparatus.
- Direct the usage and maintenance of tools, equipment, and vehicles and ensure their safe operation.
- Possess and maintain a basic working knowledge of modern office equipment including computers and common software such as Microsoft Word and Excel programs, SCADA and GIS mapping systems.
- Coordinate assigned services and activities with other City departments and outside agencies and perform related duties and responsibilities interdepartmentally as assigned.
- Foster and maintain positive and harmonious working relationships with internal and external customers.
- Communicate clearly and concisely both orally and in writing.
- Assist and/or perform special projects and other duties as assigned.
- Subject to 24 hour on-call as needed.

**Position open until filled.**

## **TO APPLY:**

Download employment application at [www.ennistx.gov](http://www.ennistx.gov) and return to Human Resources - 115 W. Brown St. Ennis, TX 75119 or fax to 972. 875. 9738 or email to [humanresources@ennistx.gov](mailto:humanresources@ennistx.gov)



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