

JOB DESCRIPTION FOR ASSISTANT PUBLIC WORKS SUPERINTENDENT

DEPARTMENT: PUBLIC WORKS

POSITION: Assistant Public Works Superintendent (Utilities Distribution/Collection)

SALARY RANGE: \$23.00 - \$25.00

Title of immediate supervisor: Public Works Superintendent

Hours of Operation: Monday – Thursday 7:00 AM to 5:00 PM

MAJOR DUTIES:

- Oversee the daily operations of the Water and Wastewater Departments.
- Follow up on complaints regarding water quality and wastewater overflows.
- Recommend to the Superintendent on budget items regarding water and wastewater.
- Experience in operating heavy equipment including backhoe, loader, sewer jet cleaner.
- Train and mentor staff
- Experience in inspection of water and wastewater construction projects.
- Adheres to personnel, safety and department policies and procedures.
- Knowledge of work zone safety and traffic control.
- Performs other duties as assigned.

JOB REQUIREMENTS:

- High School Diploma or Equivalent.
- 3-years' experience in the operations of heavy equipment
- 1-2 years of Crew Leader and or supervisory experience preferred.
- Class B CDL required.
- Ability to perform physical tasks and handle heavy lifting.
- Ability to follow safety rules and regulations.
- Work in inclement weather
- Must have a good driving record.
- Must hold a Water Class C Distribution and Wastewater Class II license issued by TCEQ.
- Ability to read, understand, communicate, and train other employees on Safety Data Sheets
- Must be computer literate.
- Subject to on call rotation
- Ability to read maps and plans.
- Must pass a pre-employment background check, drug screen, and physical.