



**Job Title:** Ditch Tech Lead

**Department:** Operations

**Reports To:** Asst Superintendent

**Directly Supervises:** 3

**FLSA Status:** Non-Exempt

**Date Revised:** September 4, 2025

**Position Type:** Full Time

**Location:** WWA Field Office

**POSITION SUMMARY:**

The Ditch Tech Lead performs work related to the maintenance, repair, and construction of the District's large ditch and stormwater systems. This position is responsible for excavating, installing, repairing, replacing and maintaining storm sewer outfalls, backslope interceptors, and vegetation in drainage areas in all weather conditions. The work requires frequent leadership and collaboration, and operation of heavy equipment.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Excavate and prepare sites for installation and maintenance of infrastructure.
- Excavate trenches using heavy equipment.
- Assist with installation and replacement of storm sewer outfalls, backslope interceptors, and associated drainage facilities.
- Remove vegetation overgrowth in drainage easements and areas that may obstruct water flow.
- Operate heavy equipment such as mini excavator and skid steer.
- Operate light equipment and tools such as jackhammers, compactors, saws, mowers, weed trimmers, and tapping machines.
- Maintain work sites, ensuring compliance with safety standards and proper traffic control.
- Inspect and maintain equipment daily to ensure proper operation, reporting any malfunctions or needed repairs.
- Follow site plans, grade specifications, and instructions from supervisors to ensure accuracy and quality of work.
- Maintain awareness of surrounding environment and coordinate with ground crew to ensure safety at all times.
- Perform general labor tasks when not operating equipment.
- Complete daily work logs and maintain accurate records of repairs and work performed.
- Comply with company, OSHA, and local safety regulations.
- Utilizes technology in day-to-day operations.
- Coaches and cross trains staff.
- Ensures drainage areas are maintained and free of vegetation, siltation and damage.
- Ensure drainage infrastructure issues are identified and reported.
- Participated in planning efforts related to ditch maintenance and repairs.
- Supports management with facilitation of a proactive, comprehensive plan to address drainage maintenance and repairs.

- Proactively identifies drainage areas for improvement and/or areas to be addressed and report them to the Superintendent timely.

### **COMPETENCIES:**

To perform the job successfully, an individual must demonstrate the following competencies:

#### ***CORE COMPETENCIES***

- **Organizational Agility**  
Knowledge about how WWA works; understands and appreciates the origin and reasoning behind key policies, practices, and procedures; understands the culture of the organization; knows how to get things done in a manner that compliments the WWA's policies, practices, and culture.
- **Drive for Results**  
Pursues everything with energy, drive and a need to finish; does not give up before finishing, even in the face of resistance or setbacks; steadfastly pushes self and others for results.
- **Teamwork and Cooperation**  
Ability to effectively work as an active and contributing member of a team to complete assignments and achieve goals; actively seeks ways to support other team members and promotes cooperation.

#### ***JOB SPECIFIC COMPETENCIES***

- **Planning, Organizing, and Scheduling**  
Ensures that necessary steps are taken to keep tasks on track; including planning work, prioritizing work, anticipating obstacles and developing plans to address the obstacles, and takes corrective action when the tasks go off track to get them back on schedule. Takes necessary action to best utilize the resources available to ensure the tasks are completed timely.
- **Maintenance Principles and Practices**  
Demonstrates knowledge of general facility maintenance and normal equipment operation (how individual pieces of equipment relate to each other) to spot potential equipment problems before they occur.
- **Following Directions**  
Receiving, understanding and carrying out assignments or following procedures with minimal supervision.
- **Initiative**  
Identifying what needs to be done and doing it before being asked or before the situation requires it.
- **Dependability**  
Follows instructions, responds to management direction; takes responsibility for one's own actions; keeps commitments; completes tasks on time or notifies appropriate person with an alternate plan.
- **Safety and Security**  
Supports and is safety aware; reports potentially unsafe conditions; uses equipment and materials properly.

- **Flexibility and Adaptability**  
Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

### **OTHER SKILLS AND ABILITIES/DUTIES:**

- **Time Management**  
Prioritize tasks and manages time to ensure that deadlines are met.
- **Ability to Learn**  
Tends to learn new skills quickly on his/her own and applies them quickly and effectively to work situations.
- **Detail-oriented**  
Ensuring that one's own and others' work and information are complete and accurate, following up with others to verify information.
- **Collaboration**  
The ability to develop, maintain, and strengthen partnerships with others inside or outside WWA who can provide information, assistance, and/or support.
- **Mathematical Skills**  
Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, fractions and decimals in English and metric units. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Basic and principles of measurement.
- **Oral Communications**  
The ability to express oneself clearly in conversations and interactions with others.
- **Computer/Technology Skills**  
To perform this job successfully, an individual should have the general knowledge and/or ability to learn how to use a computer and/or technology in performing day-to-day operations/maintenance.
- **Reading and Interpreting Construction Plans, Specifications, and Maps**  
Ability to review, comment, and/or utilize construction plans and specifications for inspecting construction of water lines, sewer lines, and stormwater drainage.
- **Written Communication**  
The ability to express oneself clearly in business writing.
- **Asset Management**  
Recognizes the importance of asset management and maintaining detailed trackable records (by asset).
- **Carry Company Issued Cell Phone**  
Must be willing to be ready to always assist, either over the phone or by reporting to work, as needed.

This position is classified as essential personnel. The individual holding this position will be required to work as required in (1) preparation for prolonged emergency operations and/or (2) during recovery from prolonged emergency operations as directed by his/her direct supervisor/manager, or the General Manager.

**EDUCATION REQUIREMENTS:**

<b><u>Degree/Diploma Obtained</u></b>	<b><u>Program of Study</u></b>	<b><u>Preferred or Required</u></b>
High School Diploma or Equivalent	General Studies	Required

**EXPERIENCE REQUIREMENTS:**

<b><u>Years of Service</u></b>	<b><u>Type of Experience</u></b>	<b><u>Preferred or Required</u></b>
1-3 Years	Experience in heavy equipment operations.	Required
1-3 Years	Experience in water utility maintenance, construction, or closely related field.	Preferred
	Applicable Equipment Certifications	Preferred
2 Years	Supervisory and Practical	Preferred

**CERTIFICATIONS & LICENSES:**

<b><u>Title</u></b>	<b><u>Preferred or Required</u></b>
Texas Driver's License with Insurable Driving Record	Required
OSHA 30 Hour General Industry Certification	Preferred

**SUPERVISORY RESPONSIBILITIES:**

This position directly supervises one or more *Ditch Crew* employees in the Operations Department. It requires supervisory responsibility be carried out in accordance with WWA's policies and applicable laws. Responsibilities may include training employees, planning, assigning, and directing work, and/or addressing complaints and resolving problems.

**PHYSICAL REQUIREMENTS:**

<b><u>Demand Type</u></b>	<b><u>Frequency</u></b>
Carry up to 25 lbs.	Frequently (1/3 to 2/3 amount of time)
Carry up to 50 lbs.	Occasionally (Less than 1/3 amount of time)
Lift up to 50 lbs.	Frequently (1/3 to 2/3 amount of time)
Lift up to 80 lbs.	Occasionally (Less than 1/3 amount of time)
Climb or balance	Frequently (1/3 to 2/3 amount of time)
Reach overhead with hands and arms	Occasionally (Less than 1/3 amount of time)
Reach with hands and arms	Frequently (1/3 to 2/3 amount of time)
Stoop, kneel, crouch, crawl, squat, or bend	Frequently (1/3 to 2/3 amount of time)
Sit	Occasionally (Less than 1/3 amount of time)
Stand	Regularly (More than 2/3 of time)
Talk or hear	Regularly (More than 2/3 of time)
Use hands to finger, handle, or feel	Regularly (More than 2/3 of time)
Walk	Regularly (More than 2/3 of time)

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT REQUIREMENTS:**

<b><u>Demand Type</u></b>	<b><u>Frequency</u></b>
Moderate noise level	Occasionally (Less than 1/3 amount of time)
Work near moving mechanical parts	Frequently (1/3 to 2/3 amount of time)
Fumes or airborne particles	Occasionally (Less than 1/3 amount of time)
Outdoor weather conditions	Regularly (More than 2/3 of time)
Extreme weather conditions	Occasionally (Less than 1/3 amount of time)
Risk of electrical shock	Occasionally (Less than 1/3 amount of time)
Hazardous chemicals	Occasionally (Less than 1/3 amount of time)
Working in/near trenches	Frequently (1/3 to 2/3 amount of time)

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

If you are interested in applying for this position, please forward your resume to  
[slawson@woodlandswater.org](mailto:slawson@woodlandswater.org)