



Job Title: C&D Lead

Department: Operations

Reports To: Asst Superintendent – Field

Directly Supervises: None

FLSA Status: Non-Exempt

Date Revised: February 5, 2025

Position Type: Full Time

Location: WWA Field Office

POSITION SUMMARY:

Operate heavy equipment and supervise a field crew to effectively complete operational tasks, ensuring the maintenance and functionality of water, sanitary sewer, and drainage systems. Lead the team in performing essential repairs, installations, and inspections, while ensuring safety, efficiency, and compliance with regulatory standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Instruct and supervise the maintenance and repair crew, providing clear guidance on tasks, procedures, and safety protocols.
- Operate excavating equipment as needed to support field functions such as digging, trenching, and site preparation.
- Regrade ditches to the correct grade and profile, ensuring proper drainage flow and system functionality. Use appropriate equipment and techniques to achieve the required slope and alignment and regrass.
- Make repairs to the Storm Sewer and Sanitary Sewer systems, addressing issues such as blockages, leaks, or damaged infrastructure.
- Perform televising (TV) inspections of sanitary sewer house lines as part of customer service.
- Conduct inspections of the storm sewer system as needed, assessing the condition and functionality of pipes, inlets, and other components.
- Assist with water taps during periods of higher-than-normal request.
- Be available for "On-Call" duty after hours as scheduled on the "On-Call" calendar, responding promptly to emergency situations or urgent requests.
- Work service orders daily, performing necessary tasks and troubleshooting to resolve issues in a timely and efficient manner. This includes handling on-site installations, repairs, or adjustments as required.
- Handle various service calls, responding promptly to customer inquiries or service requests, i.e. storm sewer stoppages, sanitary sewer line backups, etc.
- Perform flushing of water lines as necessary to maintain water quality and ensure proper system flow.
- Make accurate entries on work orders to account for supplies used and the crew's time spent on tasks.
- Repair main water lines and service leaks as needed, identifying and addressing issues such as leaks, breaks, or damage.
- Call-in locates (One Call system)

- Locate MUD's water and sewer lines.

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 complements 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

- Following Directions
Receiving, understanding and carrying out assignments or following procedures with minimal supervision.
- Customer Focus
The ability to demonstrate concern for satisfying one's external and/or internal customers by solving problems, understanding customers' needs/concerns, and presents oneself in a professional and positive manner.
- Initiative
Identifying what needs to be done and doing it before being asked or before the situation requires it.
- Attendance and Dependability
Follows instructions, responds to management direction; takes responsibility for one's own actions; keeps commitments and is dependable in nature; 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
Prioritizes 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.
- Language Skills
Strong verbal and written skills are required. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- 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.
- Computer/Technology Skills
To perform this job successfully, an individual should have the ability to create and maintain detailed spreadsheets, generate charts and graphs in Microsoft Excel; proficiently compose correspondence, forms, templates, and other documents using Microsoft Office Word.
- Oral Communications
The ability to express oneself clearly in conversations and interactions with others.
- Written Communication
The ability to express oneself clearly in business writing.

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:

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

EXPERIENCE REQUIREMENTS:

| <u>Years of Service</u> | <u>Type of Experience</u> | <u>Preferred or Required</u> |
|--------------------------------|---|-------------------------------------|
| 3 Years | Supervisory and Practical | Preferred |
| 4 Years | Water Distribution System Operations | Preferred |
| 4 Years | Wastewater Collection System Operations | Preferred |
| 3 Years | Heavy Equipment Operations | Preferred |
| 3 Years | Customer Service | Preferred |

CERTIFICATIONS & LICENSES:

| Title | Preferred or Required |
|--|------------------------------|
| Texas Driver's License with Insurable Driving Record | Required |
| OSHA 30 Hour General Industry Certification | Required |
| TCEQ License – Water - <i>Class C Distribution</i> | Required |
| TCEQ License – Wastewater – <i>Collection Class II</i> | Required |
| Applicable Equipment Certifications | Preferred |

SUPERVISORY RESPONSIBILITIES:

This position directly supervises one or more *Collections and Distribution* and *Customer Service* 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:

| Demand Type | Frequency |
|---|---|
| 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 25 lbs. | Frequently (1/3 to 2/3 amount of time) |
| Lift up to 50 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 | Regularly (More than 2/3 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:

| Demand Type | Frequency |
|-----------------------------------|---|
| 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 | Frequently (1/3 to 2/3 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.

EMPLOYEE STATEMENT OF UNDERSTANDING:

I have read and understand the job description for my position. I am able to perform all of the essential functions of this position. I understand that this job description is not designed to cover or contain a comprehensive listing of activities, duties, and/or responsibilities that may be required of me. Also, I understand that duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.

I agree to comply with WWA's policies and all laws, rules, and regulations and standards of conduct relating to my position. As an employee, I understand my duty to report any suspected violations of the law or the standards of conduct to my immediate supervisor.

As an employee, I will strive to uphold the mission and vision of WWA. All employees are required to adhere to the values in all their interactions with customers and fellow employees.

PRINT POSITION TITLE

SIGNATURE

DATE

PRINT NAME