



Job Title: C&D Tech II

Department: Operations

Reports To: C&D Lead

Directly Supervises: None

FLSA Status: Non-Exempt

Date Revised: February 5, 2026

Position Type: Full Time

Location: WWA Field Office

POSITION SUMMARY:

Collections and Distribution Tech II is responsible for the operation, maintenance, and repair of water, sanitary sewer, and drainage systems. This role involves using heavy equipment to perform essential tasks such as system installations, repairs, and inspections. The technician will ensure the functionality and efficiency of these systems while adhering to safety standards and regulatory requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Operate a variety of heavy equipment, such as bulldozers, excavators, cranes, loaders, backhoes, forklifts, or graders, depending on the job requirements.
- Regrade ditches, drainage swales and residential water repair areas 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 and water line repairs 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.

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

- **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**
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.

- **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	Customer Service	Required

CERTIFICATIONS & LICENSES:

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

SUPERVISORY RESPONSIBILITIES:

This job has no continuous supervisory responsibility.

If you are interested in this position, please forward your resume to SLawson@WoodlandsWater.org.