



CITY OF KYLE

An Equal Opportunity Employer
POSITION DESCRIPTION

Position: **Water Administrator**

Employment Status: Full-time
FLSA Status: Non-Exempt

Dept. /Div: Water
Reports To: Public Works Director

GENERAL STATEMENT:

Under general supervision from the Public Works Director performs a variety of administrative and supervisory responsibilities in assuring efficient service of the City's water division.

ESSENTIAL FUNCTIONS:

- Assign, manage and review the work of the Water Division in the construction, maintenance and operation of the City's water distribution system.
- Determine the need for improvements, changes, replacement and rehabilitation of the water distribution system.
- Develop work schedules, establish task priorities and adjust schedules to meet emergency conditions.
- Maintain knowledge of current Federal, State, County and local rules and regulations as they pertain to the construction, maintenance, and operation of the water distribution system and implement changes as required to insure compliance.
- Manage and maintain compliance with diverse water portfolio including management of permits.
- Assist the Public Works Director with planning and organizing the water division; assists with the planning of future short term and long term needs.
- Compiles various reports regarding water and wastewater; provides information on such to the public, outside and inside agencies.
- Confer with the Public Works Director to review and discuss day-to-day operations and to plan activities optimum effectiveness in personnel and material utilization.
- Respond to emergencies affecting City's water distribution system to coordinate and direct the activities of personnel and equipment.

Community Relations

- Maintains desired working relationship with Public Works Director and City Manager.
- Works cooperatively with community groups.
- Provides support to all city department programs and/or activities as needed.
- Maintains a professional working relationship with other Federal, State, and local governmental agencies.

OTHER DUTIES AND RESPONSIBILITIES:

- Performs all other duties as assigned duly assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Considerable knowledge of water supply and distribution and sewer collection systems; principles of supervision; construction requirements for water, sewer and pumping stations; hazards and precautions associated with trench work and water and sewer line construction; State and Federal regulations dealing with installation and maintenance of water and sewer collection systems; water quality laws, water sampling methods and regulations.
- Ability to analyze water/sewer systems, identify problems and determine optimum solutions; make accurate decisions in emergency situations where consequences of error could be costly; communicate effectively both verbally and in writing; plan and organize work of subordinate personnel; evaluate employee performance and make related decisions for the good of City service. Ability to remain calm and act resourcefully in an emergency.

QUALIFICATIONS, EXPERIENCE AND/OR CERTIFICATION REQUIREMENTS:

Completion of a Bachelors Degree in Environmental Science, Civil Engineering, Business Management or closely related field and a minimum of three (3) years of experience in a public water or wastewater related field in a comparable sized city, two (2) years of which should be in a supervisory capacity or any equivalent combination of education and experience. Must possess or be able to obtain a valid Texas Commercial Driver’s License (CDL) and be eligible for coverage under the City of Kyle vehicle insurance provider. Must possess Class B TCEQ Water Distribution Certification or able to obtain within one year of employment. An individual who poses a direct threat to the health and safety of himself/herself or others in the workplace will be deemed not qualified for this position.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

The physical demands and work environment characteristics 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.

Physical Demands

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of the job, the employee is occasionally required to stand, sit, walk, talk or hear. The employee is occasionally required to use hands to finger, handle, feel, or operate objects, tools, or controls and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch or crawl; talk or hear; and smell.

The employee must occasionally lift and or move up to 50 pounds. Specific vision abilities required for this job include close vision, peripheral vision, depth perception, and the ability to adjust focus.

Working Environment

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration.

The noise level in the work environment is usually quiet to moderate.

This position description has been prepared to assist in defining job responsibilities, physical demands, and skills needed. It is not intended as a complete list of job duties, responsibilities, and/or essential functions. This description is no intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The City of Kyle retains and reserves any or all rights to change, modify, amend, add to or delete, from any section of this document as it deems, in its judgment, to be proper.