



JOB ADVERTISEMENT: PUBLIC WORKS FIELD SUPERINTENDENT

CITY OF BALMORHEA

BALMORHEA, TEXAS.

SALARY RANGE: NEGOTIABLE

EMPLOYMENT TYPE: FULL-TIME

POSTING OPEN UNTIL FILLED

GENERAL SUMMARY:

The Public Works Field Superintendent performs daily functions of water distribution and wastewater systems. The Public Works Field Superintendent will do managerial and technical duties associated with directing and overseeing the responsibilities regarding water distribution, wastewater collection/treatment, streets, drainage, parks, ground maintenance, and general facility maintenance. Performs other duties as required.

SUPERVISION RECEIVED AND EXERCISED:

This position receives direct supervision from the mayor. Responsible for supervising public works maintenance workers.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

May include, but are not limited to, the following:

- Supervises the activity of Crew Leaders
- Recommends and assists in the implementation of Public Works goals and objectives.

- This position must maintain compliance with Texas Commission on Environmental Quality (TCEQ) rules and regulations concerning the daily operation, maintenance, and repairs of the water distribution system and wastewater collection/ treatment system, mains, service pumps, valves, manholes, lift station, meter reading and related infrastructure.
- Performs and oversees repairs to water and wastewater lines, manholes, lift station, and mains.
- Recommends modifications to the water/wastewater system as needed.
- Prepares, reviews, and maintains operating reports, work orders, and records as stated regulations require.
- Effectively and courteously communicates with the public and other employees by telephone, in writing, and in person; makes presentations, handles customer complaints, suggestions, and requests; and takes or recommends appropriate action.
- Performs safety inspections of public works facilities and safety equipment.
- Safely operates hand tools, power tools, small or heavy equipment, and city vehicles.
- Drives and operates a variety of commercial equipment including but not limited to city vehicles, tractors, trenchers, front-end loaders, backhoes, bobcat, skid loaders, and other equipment of various sizes and weights in the loading, hauling, and unloading of equipment, material, gravel, sand, concrete, asphalt and other materials for a variety of construction and maintenance operations involving water and wastewater collection system maintenance and repairs.
- Assists with special events.
- Works "on call" rotation to handle urgent or emergency work as needed.
- Devotes their productive time, ability, and attention to the business of the city.
- Exhibits regular, reliable, and punctual attendance, which is an essential function of the job.
- Performs all duties in conformance to appropriate safety and security standards and policies.
- Ensures all behaviors comply with the City of Balmorhea Personnel Policy and Regulations.
- Sets up traffic safety devices such as cones, signs, and barricades as necessary.
- Cleans and repairs work site upon completion of construction, including cutting grass, trimming trees, and washing down the streets or sidewalks.
- Troubleshoots, identifies water and wastewater flow problems, and perform corrective action.

- Performs other duties as required.

MINIMUM JOB REQUIREMENTS:

- Must be a United States citizen or be able to provide legal documentation showing proof of U.S. employment.
- Must be at least 18 years of age.
- Must meet one of the following educational requirements:
High school graduate, OR
Passed a general educational development (GED) test indicating a high school graduation level.
- Must be capable of performing all job functions.
- Must possess and maintain a valid, current Texas Class "C" driver's license with an acceptable driving record.
- Must have (2) years' experience in Public Works.
- Must possess water and wastewater licenses issued by TCEQ.
- Must maintain a license with TCEQ as a condition of employment.
- Must be available to work from 8:00 a.m. to 5:30 p.m. Monday through Friday and on-call, nights, weekends, and holidays as required to complete essential duties as responsibilities.
- Must be able to operate a computer and effectively utilize Microsoft Outlook, Word, Excel, and other computer programs necessary to complete job duties and responsibilities.
- Must be able to operate typical machinery, tools, and equipment used to complete public works duties.
- Must be able to work in confined spaces.
- Must possess the vision, hearing, ability, and skill necessary to operate motorized vehicles, equipment, tools and power tools; frequently required to stand, smell, talk, hear, walk, sit, stoop, kneel, crouch, climb, balance; lift 75 lbs., and move by pulling, pushing, rolling objects exceeding 75 kg.
- Must be able to perform tasks primarily in outdoor environments in extreme weather conditions.
- Must pass a background check, physical examination, and drug screen.

PREFERRED QUALIFICATIONS:

- Class (C) water or wastewater licenses issued by TCEQ.
- Experience and work knowledge of SCADA systems.
- Experience using specialized equipment (backhoe, tractor, skid steer, etc.)

KNOWLEDGE OF:

Operating procedure, materials, safety procedures, and equipment involved in the installation, repair, operation, and maintenance of department infrastructure and functions. Emergency, routine, and preventative maintenance programs. Supervisory principles and practices involving work prioritization and scheduling, coordinating workforce, equipment, materials, leadership, employee motivation, evaluation, and training. Occupational hazards, standard safety practices, and state and federal regulations governing employees and workplace safety. Operation and maintenance requirements of power-driven equipment. Basic methods and techniques of general construction related to water/wastewater, public works, or the area of work assigned. General city and departmental policies, procedures, and regulations. Proper techniques and uses of various hand tools, power tools, small and heavy equipment, and city vehicles. Pertinent federal, state, and local laws, codes, and regulations.

SKILLS/ABILITY TO:

Physically perform the essential functions of the job. Perform duties under minimal supervision. Supervise a diverse work team toward accomplishing common goals in a highly collaborative, yet stressful environment. Perform a variety of skilled construction and maintenance tasks-ability to be punctual and attend work regularly, Demonstrate effective communication of ideas verbally and in written form using English. Sit, stand, walk, bend, twist, kneel, reach, push, pull, drag, and lift items, listen in person or over the telephone, communicate orally, and use hands and fingers to handle, feel, or operate equipment. Work extended hours beyond the scheduled eight (8) hour shift due to operational necessities. Perform multitask simultaneously, accurately, and efficiently, and be flexible as priorities change-the ability to learn new skills and techniques. Pay strong attention to detail. Effectively interact with other City Departments, subordinates, and coworkers to accomplish work. Show independence and autonomy. Make quick and sound decisions in stressful situations. Effectively meet deadlines. Maintain licenses and certifications-ability to accept responsibility and account for their actions. Understand and follow City/Department policies, rules, and regulations and carry out oral and written instructions.

**SEND RESUME TO:
CITY OF BALMORHEA
P.O. BOX 323
BALMORHEA, TEXAS. 79718
432-375-2307 FAX 432-375-2200
cityofbalmorhea@mzstv.net**