



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 561.6

Job Title: **HOUSTON WATER OPERATIONS SUPERVISOR**

Pay Grade: 19

### **GENERAL SUMMARY:**

Supervises water or wastewater operations and personnel, and enforces policies and guidelines to ensure compliance with State and Federal permits to protect the public's health and environment.

### **RESPONSIBILITIES:**

- Supervises, counsels, trains and develops Houston Water operations personnel to improve performance; schedules operations personnel for selected training programs.
- Monitors operations, work schedules and personnel to ensure compliance and performance measurements are met
- Monitors computer/electronic systems to detect normal and abnormal conditions and implements operational changes.
- Dispatches crews for scheduled/unscheduled repairs.
- Investigates, reports and resolves unsafe conditions and equipment malfunctions.
- Reviews logs to identify and resolve issues with facilities, systems or equipment.
- Requests and picks up supplies and materials needed to support maintenance and operating activities.
- Oversees special projects and repairs.
- Prepares responses/reports for TCEQ (Texas Commission on Environmental Quality) and EPA (Environmental Protection Agency), and maintains other records.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Requires a high school diploma or GED certificate.

#### **EXPERIENCE:**

Five years of work experience are required, including eighteen months of experience in the operation of flash drying units or dewatering equipment used in a sludge process facility.

#### **License/ Certification:**

Requires a valid Texas driver's license and compliance with the City of Houston's policy on driving. May require a Texas Commercial driver's license.

Requires a valid TCEQ Class "B" Water/Wastewater Operator's certificate appropriate to position location, such as surface water, groundwater, distribution, or wastewater treatment.

## **SPECIFICATIONS: (continued)**

### **COMPLEXITY:**

Work requires the direct application of a variety of procedures, policies and/or precedents. Moderate analytic ability is required in applying guidelines, policies and procedures, and in adapting standard methods to fit facts and conditions.

### **IMPACT OF ACTIONS:**

Errors in work could lead to significant expense and inconvenience. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

Involves scheduling, supervision and evaluation of work as a "first-line supervisor"; recommends personnel actions such as hirings, terminations, and pay changes of nonsupervisory personnel.

#### **Indirect Supervision:**

No indirect reports.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with clerical and technical staffs. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

#### **External Contacts:**

Level of external contact is primarily with lower-level service representative and vendors. Interaction involves routine information exchange and/or simple service activity that requires common courtesy; e.g., directing calls and answering simple questions.

### **PHYSICAL EFFORT:**

The position involves considerable physical exertion, such as regular climbing of ladders, lifting of heavy objects (up to 80 pounds) on a highly frequent basis and/or assuming awkward positions for long periods of time.

### **WORK ENVIRONMENT:**

There are frequent exposures to extreme levels of temperature, air pollution, noise pollution, chemical gases and substances, and/or contagious diseases or physical trauma conditions of a short-term disabling nature, such as broken bones or temporary loss of sight or hearing.

### **PHYSICAL SKILL:**

Requires the ability to make closely coordinated eye/hand movements within very fine tolerance and/or calibration demands; or the ability to make rapid closely coordinated eye/hand movements on a patterned response space within somewhat fine tolerance demands; or the ability to make coordinated eye/hand movements within fine tolerances with large equipment as an extension of the worker.

## **MISCELLANEOUS:**

All duties and responsibilities may not be included in the above job description. Performs related work as required.

## **JOB FAMILY:**

Houston Water Operations Technician I  
Houston Water Operations Technician II  
Houston Water Operations Supervisor  
Houston Water Operations Section Chief  
Assistant Houston Water Operations Manager  
Houston Water Operations Manager

*Effective Date:*