



Distribution and Collection Supervisor

Salary Range: 24

Annual: \$50,094 - \$60,116

Hourly: \$24.08 - \$28.90

JOB SUMMARY

The Public Works Department has an opening for a Distribution and Collection Supervisor. The Distribution and Collection Supervisor will, under general direction, provide responsible staff assistance to the Collection and Distribution Superintendent in areas of planning, prioritization, organizing, training, assigning, reviewing, and evaluating the performance of crews engaged in the work of the water distribution and wastewater collection maintenance staff. Incumbent must use judgment and common sense in making field related decisions. This position involves frequent contact with the general public, which requires considerable professionalism and reason. In the absence of the Distribution Collection and Superintendent, the Distribution and Collection Supervisor provides supervision over all Distribution and Collection Division activities.

PRIMARY DUTIES

The essential function of the position within the organization is to perform responsible work supervising and coordinating the activities of utility crews, engaged in the installation, repair, and maintenance of the City's utility systems.

- Extensive knowledge of the locations of valves, manholes, and piping within the collection and distribution systems as well as ability to navigate and fully comprehend the City's GIS.
- Extensive knowledge of the maintenance and operational functions of the lift stations system.
- Oversees and participates in the installation and repairs of water mains, hydrants and other appurtenances and activities associated with water system maintenance.
- Oversees and participates in the installation and repairs of sanitary sewer lines and other appurtenances and activities associated with sanitary sewer system maintenance.
- Instructs and participates with other Utilities staff in the installation and repairs of water meters as needed.
- Answers questions regarding information needed or complaints regarding maintenance activities.
- Reports actions and results to Superintendent.
- Responds to emergency calls, assigns and assists as needed to correct problems.
- Responsible for crew performance meeting established quality and safety standards.
- Thorough knowledge of the occupational hazards involved in system work and the required safety precautions.
- Ability to properly operate and train employees on all machinery required to complete various maintenance tasks.
- Supervise, plan, organize, direct, coordinate and evaluate the work of others.
- Effective communication, in both verbal and in writing, as well as public speaking.
- Contact property owners in areas where equipment and crews will be working to make necessary arrangements for installation and maintenance activities.
- Foster positive and harmonious working relationships with both internal and external customers.
- Additional duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience:

- High school diploma or equivalent is required supplemented by specialized training in water and wastewater systems, personnel supervision, and/or other related training.
- Five (5) years of increasingly responsible experience in the construction, maintenance, and repair of water distribution and wastewater collection systems.
- Texas Class B CDL, and
- Class B or Class III Wastewater Treatment or Collection, and Class B Surface Water Treatment or Class B Distribution.

TO APPLY

Download City of Ennis application online at:

<https://www.ennistx.gov/departments/HumanResources/jobs>. Submit completed application to Human Resources at 107 North Sherman Street, Ennis, TX 75119. Completed applications may be e-mailed to humanresources@ennistx.gov or faxed to (972) 875-2301.

POSITION OPEN UNTIL FILLED

AN EQUAL OPPORTUNITY EMPLOYER AND DRUG-FREE WORKPLACE