

CITY OF CROCKETT

Utility Superintendent Job Posting

The City of Crockett is accepting applications for the position of Utility Superintendent. The hourly pay rate is dependent upon related experience. This position may require working more than 40 hours per week and being on call. The City of Crockett is an Equal Opportunity Employer.

Job Title	Salary Group	Salary Range – FLSA Hourly
Utility Superintendent	PW 20	\$29.40 - \$31.90/hour

Job Summary: This position provides advanced technical advice and assistance to the Director of Public Works and the City Administrator relating to the planning, scheduling, estimating, organizing, and implementation of activities to ensure efficient operation and permit compliance of the city's water distribution system and wastewater collection system and treatment plants. This position provides oversight of and performs related duties including process control testing, interpretation of process control values and adjustments to operations to maintain permit compliance, maintaining operations log of changes, problems and corrective actions, properly collecting samples as per state and EPA requirements, compiling test results and completing reports for state and EPA agencies, maintaining, inspecting and repairing equipment, updating equipment maintenance records and evaluating projected repairs or replacement for budget planning, utilizing the automated work order system, Microsoft Word and Excel, maintaining time records, and operating specialty tools as needed.

Work involves coordinating the planning and initiation of various projects, monitoring and evaluating the progress and schedule of projects, communicating with city leadership regarding the status of projects, and developing and evaluating related budget requests and cost estimates. In addition, this position provides training to employees and provides input regarding employee performance.

Requires the performance of advanced technical/managerial work with considerable latitude for the use of initiative and independent judgment within established policies and guidelines. May be required to work more than 40 hours per week and be on-call.

Work Environment: The work environment varies from a general office setting involving frequent sitting while participating in business meetings to an environment involving the performance or oversight of repetitive, heavy manual labor for extended periods and under extreme heat and cold conditions and in inclement weather with exposure to dust, odor, noise, electrical, mechanical, toxic and explosive hazards, and toxic and chemical waste using proper safety precautions.

Required Education and Experience: High school diploma or equivalent. Valid Texas Driver's License. Possession of a Class B Wastewater Operator Certification and Class B Water Distribution Operation Certification issued by the Texas Commission on Environmental Quality.

Benefits: Excellent benefits package for full-time positions, including health insurance coverage with premiums for employee coverage paid 100% by the City; other insurance plans; paid sick leave, vacation leave and holidays; and Texas Municipal Retirement System plan based on 7% employee contribution and 2:1 employer match.

Applicants must complete a City of Crockett Employment Application, which is available from the City of Crockett website: www.crocketttexas.org and from City Hall at 200 N. 5th Street. Applicants may email completed applications to walkerr@crocketttexas.org or give the application to the City Hall receptionist.

Applicants are also requested to submit a resume along with the completed application form. Applicants selected for employment will be subject to a computerized criminal history background check and a pre-employment drug test.