



GARLAND
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City of Garland Job Description

Water Utilities Maintenance Manager

Summary

Responsible for overseeing the operation and maintenance of the pumping and storage of the City's water supply. Also, responsible for operation and maintenance of wastewater pumping stations, forced mains and communication network.

Essential Duties and Responsibilities *include the following. Other duties may be assigned.*

- 1) Plan, direct and oversee daily functions, operations, and activities of water pump and storage maintenance, wastewater collection and maintenance, and assigned employees.
- 2) Develop policies, procedures and methods to improve efficiency and effectiveness of water and wastewater pumping systems.
- 3) Direct work force in procedures that comply with State and Federal regulations.
- 4) Oversee day to day progress of projects, consultants, and contractors.
- 5) Monitor and manage SCADA and security systems to ensure uninterrupted service.
- 6) Review plans and work with consulting engineers to formulate final cost estimates for Water and Wastewater CIP projects in relation to pumping and lift stations.
- 7) Manage, prepare and review Water Capital Improvement Program and Annual Operating Budget in relation to pumping and lift stations.

Minimum Qualifications

- ❖ Four-year college degree
- ❖ 7 years related experience
- ❖ Licensed Professional Engineer
- ❖ TCEQ Class B Water Distribution License
- ❖ TCEQ Type III Wastewater Collections License

Or an equivalent combination of education and experience sufficient to successfully perform the essential functions of the job.

Preferred Qualifications

Education/ Experience:

- ❖ Bachelor's Degree in Civil Engineering or related area of study
- ❖ 7 years industry experience preferred
- ❖ 5 – 7 years experience in water distribution or wastewater collection

Knowledge, Skills & Abilities:

- ❖ Extensive knowledge of water distribution and wastewater collections
- ❖ Comprehensive knowledge of applicable State and Federal laws, codes, regulations
- ❖ Extensive knowledge of pumping systems and controls
- ❖ Comprehensive knowledge of safety work zone and construction procedures
- ❖ Appropriate National Incident Management System certification
- ❖ Skill in Microsoft Office (Excel, Word and Access)
- ❖ Comprehensive knowledge of industry materials for replacement of existing infrastructure

Licenses and Certifications

- ❖ Valid Class C Drivers License
- ❖ Licensed Professional Engineer
- ❖ TCEQ Class B Water Distribution License
- ❖ TCEQ Type III Wastewater Collections License

Physical Requirements / Work Environment

The work environment and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The incumbent works in a typical office environment; occasional exposure to unpleasant environmental conditions or hazards. Occasional outside work.

For more information or to apply, please go to www.garlandtx.gov and click on the Employment Opportunities link to submit an online application.

The City of Garland is an Equal Employment Opportunity Employer