


# CITY OF BONHAM JOB POSTINGS

## *Equal Opportunity Employer*

Persons with disabilities are encouraged to request assistance during the application process.  
Please call the Human Resources Department 903-583-7555 ext. 101 to request the assistance.

	<p><b>Date Posted: 05/01/2022</b>  <b>Closing Date: Open Until Filled</b>  <b>Positions Open: 1</b></p> <p><i><b>Notice:</b> The City of Bonham only accepts applications when we have advertised to fill vacancies. The City of Bonham does not accept applications at any other time. If you submit a resume without an employment application, you will not be considered for the position. Applications can be obtained at the Bonham City Hall or online at <a href="http://www.cityofbonham.org">www.cityofbonham.org</a>.</i></p>		
<b>Position:</b>	Superintendent of Water/Wastewater	<b>Job Status:</b>	Full time
<b>Department:</b>	Bonham Water Department	<b>Supervisor:</b>	Lance Capehart
<b>Salary:</b>	\$50,000 to \$55,000 annually dependent on qualifications and up to \$60,000 annually with current certifications. Includes paid vacation, sick time, personal time, holiday, retirement, and longevity pay. Medical, dental, and vision insurance available at minimal costs.		
<b>Duties:</b>	<ul style="list-style-type: none"> <li>• Directs the operations of the water/wastewater division.</li> <li>• Prepares reports as necessary for the Director of Utilities.</li> <li>• Maintains a thorough knowledge of State and Federal rules and regulations applicable to the water and wastewater.</li> <li>• Provides for the selection of and proper training for personnel.</li> <li>• Prepares and administers the water/wastewater division budget. Oversees the procurement of necessary materials, goods, and service as required to operate and maintain the water/wastewater system.</li> <li>• Plans and establishes operating and administrative priorities and exercises technical supervision over all activities in the water /wastewater division.</li> <li>• Insures that all equipment is maintained and operated in a safe and efficient manner through an effective preventive/corrective maintenance program.</li> <li>• Maintains proper records of all phases of the operation.</li> <li>• Performs other duties as assigned by the Director of Public Utilities.</li>   <li>• While performing duties of job employee may frequently bend, stoop, kneel or crouch, and frequently communicates with others. Employee may sit or stand for long periods of time and may occasionally lift up to 50 pounds.</li> <li>• The noise level in the work environment is usually minimal, with occasional increased noise exposure. Great mental effort is required daily; a great amount of pressure and fatigue is present during an average workday; frequent exposure to stressful situations as a result of human behavior and constant deadlines. Significant amount of field work and exposure to traffic and construction site hazards; all types of weather conditions; on call 24 hours a day for emergency situations due to severe weather conditions, water damage, pipe damage, property damage and flooding; regular driving required.</li>   <li>• Works around wastewater, chemicals and may encounter some toxic materials.</li> <li>• Works around heavy equipment and excavations up to 22ft in depth.</li> </ul>		

	<p><i>Must be familiar with operation of equipment such as:</i></p> <ul style="list-style-type: none"> <li>• backhoe</li> <li>• mini excavator</li> <li>• dump truck</li> <li>• skid loader</li> <li>• trencher</li> <li>• hydraulic jet truck</li> <li>• vacuum truck</li> <li>• shoring equipment</li> <li>• Various hand tools, etc.</li> <li>• Telephone</li> <li>• Copy Machine</li> <li>• Calculator</li> <li>• Computer</li> <li>• Printer</li> <li>• Scada systems</li> <li>• Camera Equipment</li> </ul>
<p><b>Education:</b></p>	<ul style="list-style-type: none"> <li>• High school diploma or G.E.D.</li> </ul>
<p><b>Requirements:</b></p>	<p><i>Minimum</i></p> <ul style="list-style-type: none"> <li>• GED or equivalent required.</li> <li>• Minimum of five years progressively responsible on the job experience in the operation and maintenance of a water/wastewater system and two years supervisory experience.</li> </ul> <p><i>Preferred</i></p> <ul style="list-style-type: none"> <li>• High school diploma</li> <li>• Minimum of five years progressively responsible on the job experience in the operation and maintenance of a water/wastewater system and two years supervisory experience.</li> <li>• Equivalent to and Associates degree with major coursework in civil engineering, business management/administration, environmental sciences, or a closely related field.</li> </ul> <p>Certifications (certifications must be held at time of employment or ability to obtain within six (6) months of employment)</p> <ul style="list-style-type: none"> <li>• Class C Driver’s license</li> <li>• Class C Distribution from TCEQ</li> <li>• Collection III license from TCEQ</li> </ul>
<p><b>Overview:</b></p>	<p>This is a responsible supervisory and administrative position directing the activities of the Utility Division. Work involves responsibilities for planning, budget preparation and over site, organizing, and directing the technical and operational programs, including new construction, maintenance, and sampling for state and federal agencies to insure compliance with directives from the Environmental Protection Agency, Texas Commission on Environmental Quality, and The City of Bonham’s policies and procedures.</p> <p>Employee is evaluated by direct observation, conferences, and reports.</p>