



EMPLOYMENT OPPORTUNITY

The City of Rockport is accepting applications for a **Utilities System Production Manager**. This position is responsible for supervising the operations of water distribution and collection systems including water, sewer and natural gas; supervises crews in the construction, maintenance and replacement of utility mains and service lines; responds to after-hours emergencies; ensures compliance with safe work methods and practices; schedules work and assigns jobs to employees; assists crew in the performance of difficult jobs; reviews and maintains operating records; supervises large construction and maintenance projects; and performs other related duties. Must have a High School diploma or equivalent. Possession of or ability to readily obtain a valid Commercial driver's license by the State of Texas for the type of vehicle or equipment operated. Possession of or ability to readily obtain an appropriate state-certified license for water distribution or wastewater treatment or collection. Salary range is \$24.41 to \$36.77 per hour, plus benefits. Employment applications may be obtained from Rockport Service Center, 2751 S.H. 35 Bypass, between the hours of 8:00 a.m. and 4:00 p.m. The City of Rockport is an EOE/ADA employer. Position open until filled.



Utility Systems Production Manager

Public Works

PW/4
Grade: 20

JOB SUMMARY

This position is responsible for supervising the operations of water distribution and collection systems including water, sewer and natural gas.

MAJOR DUTIES

- Supervises crews in the construction, maintenance and replacement of utility mains and service lines.
- Responds to after-hours emergencies.
- Ensures compliance with safe work methods and practices.
- Assists in the development and implementation of department work programs and policies.
- Schedules work and assigns jobs to employees.
- Requests necessary materials and equipment.
- Assists crew in the performance of difficult jobs.
- Provides advice on work methods and procedures.
- Reviews and maintains operating records.
- Maintains supply inventory.
- Oversees and assists with large-scale repairs in the water, wastewater and natural gas system.
- Supervises large construction and maintenance projects.
- Installs and operates well points for dewatering.
- Checks and maintains pumping stations and storage tanks.

- Works with contractors in the installation or rehabilitation of utilities facilities and infrastructure; including coordinating and approving necessary changes to ensure projects is completed to City specifications.
- Operates and maintains a variety of construction equipment; performs and oversees equipment maintenance checks.
- Recommends the hiring and promotion of personnel; trains, assigns, directs, supervises, evaluates and disciplines personnel.
- Interprets maps and drawings.
- Reviews plans for compliance with specifications and standards.
- Conducts water use surveys to determine service line and meter size.
- Works with Administrative Assistant to submit TxDOT highway construction permits for projects within the TxDOT right-of-way, including explanation of project details, shooting of grade and determining traffic plan.
- Prepares estimates for utilities main line extensions.
- Troubleshoots and repairs control valves, pressure reducing valves, and pumps.
- Oversees the operation and maintenance of pump stations and water storage tanks, including operation of SCADA system.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the purposes, principles, terminology and practices employed in the development and maintenance of public works infrastructure.
- Knowledge of personnel management principles.
- Knowledge of inventory management principles.
- Knowledge of city purchasing policies and procedures.
- Knowledge of related local and state laws, procedures and policies.
- Knowledge of computers and job-related software programs.
- Skill in planning, organizing, directing and coordinating the work of personnel.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in the preparation of clear and precise administrative reports.

- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Operations Manager assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES

Guidelines include Texas local government codes, city ordinances, national building codes, and state and federal environmental regulations. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY / SCOPE OF WORK

- The work consists of varied administrative, supervisory, and technical duties. The variety of tasks to be managed contributes to the complexity of the position.
- The purpose of this position is to supervise the day-to-day operations of the water distribution and wastewater collection system. Successful performance contributes to the efficiency and effectiveness of those operations.

CONTACTS

- Contacts are typically with co-workers, other county employees, representatives of state and federal agencies, vendors, suppliers, contractors, and the general public.
- Contacts are typically to give or exchange information, resolve problems, motivate persons, and provide services, and justify, negotiate, or settle matters.

PHYSICAL DEMANDS / WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table. The employee frequently lifts light and heavy objects, uses tools or equipment requiring a high degree of dexterity, and distinguishes between shades of color.
- The work is typically performed in an office, at water treatment facilities, and outdoors, occasionally in extreme weather conditions. The employee is exposed to noise, dust, dirt, grease, machinery with moving parts, contagious of infectious diseases, and irritating chemicals.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over assigned personnel.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.

- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years' experience or service.
- Possession of or ability to readily obtain a valid Commercial driver's license issued by the State of Texas for the type of vehicle or equipment operated.
- Possession of or ability to readily obtain an appropriate state-certified license for water distribution or wastewater treatment or collection.

**CITY OF
ROCKPORT**
2751 S.H. 35 BYP
Rockport, Texas 78382
361-729-2213
www.cityofrockport.com



EMPLOYMENT APPLICATION

The City of Rockport does not discriminate on the basis of race, color, national origin, sex, religion, age, mental or physical disabilities, veteran/reserve/national guard or any other similarly protected status in employment or the provision of services. We comply with all applicable laws governing employment practices and do not discriminate on the basis of any unlawful criteria.

Please Print

POSITION APPLIED FOR _____

NAME _____ TELEPHONE _____

ADDRESS _____

CITY, STATE, ZIP _____

ARE YOU UNDER 18? YES NO IF YES, GIVE BIRTH DATE _____

ARE YOU CURRENTLY EMPLOYED? YES NO IF YES, MAY WE CONTACT YOUR PRESENT EMPLOYER? YES NO IF NO, PLEASE EXPLAIN _____

HAVE YOU PREVIOUSLY WORKED FOR THE CITY? YES NO IF YES, WHAT DEPARTMENT? _____

ON WHAT DATE WOULD YOU BE AVAILABLE FOR WORK? _____

OTHER THAN MINOR TRAFFIC OFFENSES, HAVE YOU EVER BEEN CONVICTED OF A CRIME (MISDEMEANOR OR FELONY) OR RECEIVED A PROBATED SENTENCE (INCLUDING DEFERRED ADJUDICATION) FOR AN ALLEGED CRIME, BEEN ASSIGNED A PROBATION OFFICER, OR PLEADED NOLO CONTENDERE TO AN ALLEGED CRIME? (A "YES" RESPONSE WILL NOT NECESSARILY DISQUALIFY AN APPLICANT FROM EMPLOYMENT.) YES NO IF YES, PLEASE EXPLAIN _____

EDUCATION
(Transcripts may be required for verification of education)

| SCHOOL | NAME AND LOCATION | MONTH/YEAR ATTENDED | GRADUATE | DIPLOMA OR DEGREE |
|---------------------|-------------------|---------------------|----------|-------------------|
| HIGH SCHOOL | | FM: | YES | GED: |
| | | TO: | NO | |
| TECHNICAL SCHOOL | | FM: | YES | |
| | | TO: | NO | |
| COLLEGE/ UNIVERSITY | | FM: | YES | |
| | | TO: | NO | |
| GRADUATE SCHOOL | | FM: | YES | |
| | | TO: | NO | |

LICENSES, REGISTRATIONS OR CERTIFICATIONS:

NAME OF TRADE OR PROFESSION _____

SPECIAL SKILLS AND QUALIFICATIONS. Please list any training, experience or hobbies related to your ability to perform the job. _____

INDICATE ANY LANGUAGES YOU SPEAK, WRITE AND/OR READ

_____ (Fluently) (Good) (Fair)

ARE YOU ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB FOR WHICH YOU ARE APPLYING, WITH OR WITHOUT REASONABLE ACCOMMODATIONS? YES NO

If a reasonable accommodation(s) would be required for you to perform the essential functions of the job, describe any accommodations(s) required. _____

EMPLOYMENT EXPERIENCE

List most recent jobs first. Include job-related military service. If gap in employment, please explain.

EMPLOYER _____

SUPERVISOR _____ TELEPHONE _____
ADDRESS _____

JOB TITLE _____ FROM _____ TO _____

SALARY HOUR WEEK MONTH START _____ TO _____

REASON FOR LEAVING RESIGNED DISCHARGED LAY-OFF OTHER

EXPLAIN REASON FOR LEAVING _____

DESCRIBE YOUR DUTIES _____

EMPLOYMENT EXPERIENCE

EMPLOYER _____

SUPERVISOR _____ TELEPHONE _____

ADDRESS _____

JOB TITLE _____ FROM _____ TO _____

SALARY HOUR WEEK MONTH START _____ TO _____

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EMPLOYMENT EXPERIENCE

EMPLOYER _____

SUPERVISOR _____ TELEPHONE _____

ADDRESS _____

JOB TITLE _____ FROM _____ TO _____

SALARY HOUR WEEK MONTH START _____ TO _____

REASON FOR LEAVING RESIGNED DISCHARGED LAY-OFF OTHER

EXPLAIN REASON FOR LEAVING _____

DESCRIBE YOUR DUTIES _____



Notice to Applicants

The City of Rockport participates in the Employer New Hire Reporting Program. We report information concerning each new employee to the Texas State Directory of New Hires. This information includes new employee's name, address, Social Security number, date of birth, salary information, and other personal and work information. This program assists the Office of the Attorney General in locating parents who owe child support and helps detect fraud in other public assistance programs such as welfare, unemployment compensation and worker's compensation.

Are you related to any elected or appointed official or current employee of the City of Rockport?

Yes No. If yes, list names(s) _____

[Relationships—Your: parent, spouse, children, father-in-law, mother-in-law, step-children (any child of the spouse who is not your natural or adoptive child); brother, sister, grandparent, grandchild; spouse's grandparents or grandchildren; great-grandparent, great-grandchild, aunt who is a sister of your parent, uncle who is the brother of your parent, nephew or niece who is the child of a brother or sister of your parent.]

Please Sign below to indicate that you have read this notice.

Applicant

Date