



Position Announcement

Position: Technical Services Specialist

Date Officially Opened: 08-01-2017

Starting Salary Range: \$53,717 to \$69,089 (DOQ)

(Full Salary Range to \$84,462)

Direct Supervisor: Director of Operations

Department: Operations

Normal Work Hours & Location: 8:00am to 5:00pm – Monday thru Friday – Admin Bldg. (900 N. Kealy, Lewisville, TX)

Position Function:

Under the direct supervision of the Director of Operations, performs technical analysis necessary to support environmental and regulatory compliance as it relates to water and wastewater utilities. May assist the Deputy Executive Director on special water resource project development. Duties include, but not limited to, developing and planning technical phases of environmental projects, quality assurance reporting, Industrial Pretreatment, process and plant inspections, Emergency and Operations Response Program, and all related analysis and reporting.

Typical/Essential Duties:

- 1) Assists in the development and planning of technical phases of environmental projects, to include coordinating with regulatory agencies to ensure operational compliance with related environmental legislation and/or regulatory standards; monthly compliance reporting; monitoring and reporting on proposed and/or approved State and Federal regulations; and reporting on the results of environmental impact regarding regulatory inspections, surveys and investigations.
- 2) Responsible for the timely and accurate preparation and submission of monthly customer billing reports, to include report preparation, meter flow analysis, and coordinating meter calibrations. Other duties to include the preparation of technical operational reports, directives and customer correspondence.
- 3) Coordinates upgrades and maintenance of operational data, including SCADA. Assists in the creation of reports for monitoring of operational performance and trends.
- 4) Assists in the development and implementation of an Industrial Pretreatment Program. Duties include, but are not limited to, the development and implementation of local controls or limits on discharge with respects to efficiency in treating waste; compliance history with permit limits; condition of water resource(s) receiving treated effluent; water quality standards regarding receipt of effluent; retention, use and disposal of sludge; and personnel health and safety.
- 5) Assists in the coordination of the Emergency Operations and Response Program, to include updating and maintaining manuals and contact lists, and the development and implementation of training exercises.
- 6) Assist the Deputy Executive Director on certain strategic projects related to water resource planning, supply acquisition, and wastewater reuse.
- 7) Performs other duties as assigned.

Knowledge, Skills and Abilities:

Required knowledge and experience is normally obtained through the completion of four years of college resulting in a Bachelor's degree in Biology, Environmental Sciences, Chemistry, Engineering, or related field, and three (3) years of similar work related experience working in State or Federal regulated environmental programs. A Master's Degree in a related field and at least one (1) year of experience working in local government may substitute for minimum work experience requirements. Must possess knowledge regarding Water and Wastewater treatment, transmission, and collection. Possession of Class C or higher TCEQ Water and Wastewater License(s) is a plus. Work requires the ability to read and interpret environmental regulations, legislation, and other types of statistical data and/or research. Must be able to read, interpret and understand industry specific permits, books, lab data, letters, manuals, instructions, and Federal, State and Local regulations, plans and specifications. Must possess at least the equivalent of a valid Texas 'Class C' Driver's License. Must pass pre-employment Drug Screen, Physical Exam, and applicable Background Checks.

Position is considered "Open Until Filled." **Note: All applicants must complete an employment application and submit it to the District's Personnel Department in order to be considered for employment.** Please visit the District's website at www.utrwd.com