



Gulf Coast Authority Job Posting

General	
The process begins with completing an employment application with a statement of why you are seeking this position and submit online at GCATX.ORG/Careers page. Upon receipt, it will be followed by a file review.	
Position	Pay Range
Operations Supervisor – RailPort	For Qualified Candidates IS ~ \$100,755.20-\$129,750.40
Job Summary	
Plan, direct, supervise, and evaluate activities of personnel responsible for the operation of a wastewater treatment plant and associated influent and discharge equipment including scheduling, training, and prioritization of operations and/or maintenance activities. Rotating, On-Call as necessary.	
Typical Duties and Responsibilities	
Supervise and direct the personnel assigned to the Operations Department. Set training schedules as needed. Track attendance, approve leave requests as appropriate, and approve time sheets. Maintain records of plant operation and evaluate plant performance. Research data for trends and plant history to aid in developing new and improved operational procedures. Prepare various activity reports including operations reports, plant efficiency reports, chemical usage, customer billing reports, and equipment downtime reports. Identify maintenance needs and determine priorities. Monitor state and federal regulations and new operational techniques. Communicate with compliance coordinator, process engineer, customers, contractors, and regulatory agency personnel concerning the operations of the plant. Attend meetings concerning plant operations. Responsible for onsite compliance duties, including related paperwork; general monitoring of required permit sampling, ensure required testing is performed on time; noncompliance notifications; and other duties as required. Authorize and verify purchase orders. Perform other related duties, as required. Coordinate maintenance work (call and schedule site work, get proposals for work, select company, ensure it is done safely, verify completion of work and approve invoices). Oversee safety program for the facility (ensure GCA employees and contractors are following GCA safety requirements such as work permits, etc) Perform other operational duties as assigned.	
Knowledge, Skills, and Abilities	
Knowledge of the operation and maintenance of wastewater treatment plants. Knowledge of the operation of wastewater chemical delivery systems. Knowledge of sampling protocols and procedures. Knowledge of associated GCA facilities. Knowledge of state and federal environmental regulations governing the operations of wastewater treatment plants. Knowledge of management and supervisory principles and practices. Ability to read permit and interpret reports, billing summaries, regulatory correspondence, technical manuals, laboratory analysis work sheets, computer reports, and operational technical reports. Ability to perform complex mathematical calculations necessary to compute plant flows, detention times and chemical dosages. Ability to write reports, memoranda, schedules, procedures, and correspondence. Ability to operate assigned vehicle. Ability to operate the computer and utilize various programs to review data, generate reports, communicate, and schedule and/or attend meetings. Ability to communicate effectively orally (in person and by radio and telephone) and via electronic communication.	
Environmental conditions	
Work is performed indoors and outdoors in extreme heat (100°F) and extreme cold (32°F) with proper precautionary procedures. Work is performed indoors and outdoors in an industrial setting.	
Education, certification, and experience required	
Postsecondary 4-year degree or 15 years' experience in the operation and maintenance of wastewater treatment plants, some of which should be as a first line supervisor or equivalent. Experience should include the use of computers, customer billing and/or record keeping. Valid Class "C" Texas Driver's License and an insurable driving record. Class "A" Wastewater certification preferred.	
Physical requirements	
Ability to sit for extended periods while performing various job functions such as writing reports and operating computer. Ability to stand, walk, kneel, crouch/stoop, squat, crawl, twist upper body, and climb stairs and ladders while inspecting plant, assisting in operations, and providing training. Ability to grasp with hands and manipulate valve handles by turning, pushing, pulling and twisting.	

Ability to type using computer keyboard. Ability to safely operate a motor vehicle. Ability to travel and attend events (overnight) for GCA business purposes. May work extended hours as necessary.

Summary and Timing

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills, and physical demands required of personnel so classified. Holding people assigned to this or any job to the expectations described herein does not constitute harassment in any form.