



Town of Ponder Job Description

TITLE		Superintendent – Water & Wastewater Utilities	
REPORTS TO	Public Works Director	PAY RANGE	\$26.44 - \$28.85 per hour
DEPARTMENT	Public Works	FSLA	Non-Exempt
DATE	4/2/2026	JOB FAMILY	Public Works

GENERAL PURPOSE:

The Public Works Superintendent – Water & Wastewater Utilities Division is responsible for overseeing the daily operations, maintenance, and regulatory compliance of the town’s water distribution, groundwater production, wastewater collection, and wastewater treatment systems. This role supervises field staff, coordinates work schedules, ensures compliance with state and federal regulations, and maintains reliable and safe utility services for residents. This position reports to the Public Works Director.

PRIMARY DUTIES AND RESPONSIBILITIES

- Supervision & Leadership
 - Supervise, train, and evaluate field crews assigned to water distribution, groundwater production, wastewater collection, and wastewater treatment operations
 - Assign daily work tasks, monitor progress, and ensure timely completion of projects
 - Promote a culture of safety, accountability, and teamwork
 - Assist in hiring, onboarding, and disciplinary actions as needed

- Operations & Maintenance
 - Oversee operation and maintenance of water distribution, groundwater production facilities (wells, pumps, and storage), wastewater collection, and wastewater treatment systems
 - Monitor system performance including wells, pumps, lift stations, storage facilities, and treatment plant processes
 - Oversee groundwater production operations including well performance, pump maintenance, and system output
 - Oversee wastewater treatment plant operations including process control, equipment maintenance, and system optimization



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- Ensure proper operation of SCADA systems and respond to system alerts and alarms
- Coordinate routine inspections, flushing, repairs, and preventative maintenance activities
- Regulatory Compliance & Sampling
 - Ensure compliance with applicable state and federal regulations, including TCEQ requirements
 - Oversee and participate in required water and wastewater sampling procedures, including groundwater and treatment plant sampling and reporting
 - Maintain accurate records for regulatory reporting, inspections, and audits
- Project Coordination
 - Plan and oversee maintenance and improvement projects, including well system improvements and treatment plant upgrades
 - Coordinate with contractors, engineers, vendors, and other departments
- Safety & Compliance
 - Enforce safety policies and ensure compliance with regulations
 - Conduct safety meetings and training
 - Respond to emergencies including water outages, well failures, sewer backups, and treatment plant issues
- Administrative Duties
 - Maintain records of work orders, inspections, system operations, and treatment plant performance
 - Assist in budget preparation and monitor expenditures
 - Manage inventory and supplies
- Other Duties
 - Subject to on-call duties after hours, weekends, and holidays
 - Other duties as assigned



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MINIMUM QUALIFICATIONS

- High school diploma or GED required
- 3–5 years experience in utilities including groundwater production and wastewater treatment
- Supervisory experience preferred

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of water distribution, groundwater production, wastewater collection, and treatment plant operations
- Familiarity with TCEQ regulations
- Knowledge of sampling procedures and SCADA systems

CERTIFICATIONS & REQUIREMENTS

- Class C Water Distribution OR Class C Groundwater, OR Class C Wastewater License required
- CDL preferred or ability to obtain

WORKING CONDITIONS

- Indoor and outdoor work environments including treatment plant and well sites
- On-call availability required

BENEFITS

- Health, dental, vision
- Retirement
- Paid time off

Employee Signature:	Date:
Director Signature:	Date:



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