

MARTINDALE WATER SUPPLY CORPORATION

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P.O. BOX 175  
MARTINDALE, TEXAS 78655-0175  
CCN # 10312 • PWS # TX0280013

**This position is subject to a 90 day probationary period.**

**Section E – ASSISTANT GENERAL MANAGER JOB DESCRIPTION**

**POSITION OVERVIEW:**

The Assistant General Manager serves under the direct supervision of the General Manager and assists in the overall management, operation, and maintenance of the Martindale Water Supply Corporation's water system. The Assistant General Manager is responsible for supporting the General Manager in ensuring reliable delivery of potable water to all members in compliance with all local policies, state, and federal regulations. In the absence of the General Manager, the Assistant General Manager shall assume the duties and responsibilities of the General Manager to maintain continuous operation of the water purification and delivery system.

**REPORTS TO:** General Manager and Board of Directors

**SUPERVISES:** Operators, Office Staff, and Contract Labor (as delegated by the General Manager)

**MINIMUM QUALIFICATIONS:**

1. Must be certified by TCEQ and hold a valid Grade C or higher surface water operator's license, or must obtain such certification within twelve (12) months of hire date. A Grade B or higher license is preferred.
2. Minimum of three (3) years of experience in water system operations, maintenance, or management, or equivalent combination of education and experience.
3. Must possess basic electrical, hydraulic, and mechanical skills necessary to maintain a water plant and distribution system.
4. Must have knowledge of TCEQ rules and regulations governing public water systems.
5. Must possess a valid Texas driver's license.
6. Must be proficient in the use of office equipment, including computer systems used for billing, record keeping, and reporting, including Excel.
7. Must have knowledge and skills in proper use of tools and equipment needed in operation and maintenance of a water system.

**DUTIES AND RESPONSIBILITIES:**

***A. Operations and Maintenance***

1. Assist the General Manager in the daily operation and maintenance of the water system in accordance with all local policies, state, and federal regulations.

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2. Operate and maintain the water treatment plant and distribution system to ensure maximum efficiency and economy.
3. Assist in maintaining an accurate, detailed, and current map of the distribution system, including all water lines, connections, valves, dead ends, control cables, water sources, sample collection sites, flush valves, fire hydrants, road bores, and other items required by the Board of Directors.
4. Take water samples for testing accurately and systematically when due, and assist the General Manager in maintaining current logs and reports.
5. Maintain an accurate and current inventory of all tools and repair parts in adequate quantities to make rapid repairs in a cost-efficient manner. Report unsafe or broken tools to the General Manager.
6. Keep all Corporation property clean, painted, repaired, and neat so that the sites present a pleasant appearance to the public and exhibit a safe environment.
7. Perform and coordinate service installations, line repairs, meter replacements, and other field work as directed by the General Manager.
8. Coordinate with the office staff on work orders (job tickets), ensuring that specific information is documented on each job for permanent records and Board review.

### ***B. Management and Administrative Support***

1. Assume the full duties and responsibilities of the General Manager in the General Manager's absence, including authority to adjust work hours and schedules of other employees to maintain continuous operation of the water purification and delivery system.
2. Assist the General Manager in supervising and directing the work of Operators, office staff, and contract labor.
3. Assist in the preparation of reports for regular Board meetings, including operational logs, system status, and maintenance summaries.
4. Assist in the review and processing of service applications, membership transfers, and non-standard service requests in accordance with the Corporation's Tariff.
5. Assist in the coordination of service investigations, easement acquisitions, and line extension projects.
6. Assist the General Manager in overseeing contracts for the purchase of materials, machinery, and construction in accordance with Section D-1 of the Corporation's Tariff.
7. Assist in the implementation and enforcement of the Corporation's Water Conservation Plan, including drought contingency measures as outlined in Section D-2 of the Tariff.
8. Assist the General Manager in conducting annual performance evaluations of employees as provided in the Conditions of Employment.

### ***C. Regulatory Compliance and Member Relations***

1. Ensure compliance with all TCEQ regulations, including reporting requirements, water quality standards, and operator certification requirements.
2. Attend schools, seminars, and continuing education courses to remain current with changes to rules and regulations of TCEQ and other governing agencies. The Board of Directors will reimburse the Assistant General Manager for these expenses.

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3. Practice good public relations with members of the Board of Directors, members of the water system, fellow employees, and all governing agencies in a manner expressing professionalism and courtesy to all.
4. Assist in responding to member inquiries, complaints, and service requests in a timely and professional manner.
5. Assist in customer service inspections for new construction in accordance with Section A of the Tariff.
6. Assist in the enforcement of the Corporation's Tariff provisions regarding billing, collections, disconnection, and reconnection of service.

### **GENERAL CONDITIONS:**

- a. The Assistant General Manager shall be subject to call for Corporation emergencies twenty-four (24) hours daily, seven (7) days per week, year round. Official holidays will be determined by the Board of Directors to be observed, but the Assistant General Manager or official substitute will be on call for emergencies.
- b. The Assistant General Manager must notify the General Manager and/or the Board President if he or she plans to be unavailable overnight or longer than four (4) consecutive hours.
- c. The Assistant General Manager will be reimbursed for the use of their private vehicle for Corporation business, when authorized and approved by the Board of Directors. Texas State Rates paid.
- d. The Assistant General Manager must serve the Water Supply Corporation to the best of his or her ability and under the supervision of the General Manager and Board of Directors. He or she shall work in a cooperative and professional manner with the Board of Directors, employees, and the Membership of the Water Supply Corporation.
- e. Vacation, sick leave, holidays, and other benefits shall be in accordance with the Conditions of Employment as set forth in Section E of this Tariff.
- f. Reporting for work under the influence of alcohol or non-prescription and/or illegal drugs is forbidden and will result in immediate termination of employment.
- g. No cashing of personal checks from the Corporation funds will be allowed.
- h. Resignation shall be submitted in writing thirty (30) days in advance.
- i. Failure to comply with any of the above and any future duties added to this job description may result in disciplinary action and possible termination of employment.
- j. The Board may add or delete requirements at any time.

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**OTHER IMPORTANT JOB FUNCTIONS:**

- **CLIMBING:** Ability to climb into and out of vaults, cleaning tanks, etc.
- **CLEANING:** Clean parts and plant, clean buildings, lab and work areas.
- **CRAWLING:** Under vehicles and equipment.
- **DRIVING:** Cars and trucks.
- **HOLDING:** Tools with both hands and all fingers.
- **KNEELING:** In one place for long periods of time.
- **PULLING AND/OR PUSHING:** Using both hands to operate large hand tools and/or pull such things as hoses or equipment.
- **HEARING:** Must be able to hear radio transmissions and telephone calls.
- **SIGHT:** Must be capable of seeing equipment and gauges.
- **STANDING:** Must be capable of standing for long periods of time.
- **STOOPING:** Must be able to stoop over for long periods of time.
- **LIFTING:** Able to lift 60lbs (2 man lift 100lbs).

**WORKING CONDITIONS (ENVIRONMENTAL):**

- **EXTREME COLD:** Must be able to withstand temperatures as low as 15 degrees for up to one hour.
- **EXTREME HEAT:** Must be able to withstand extremely high temperatures for up to four hours.
- **WORKING OUTDOORS:** Must be able to work outdoors in all types of weather conditions, day or night.
- **CONFINED SPACES:** Works in confined spaces.
- **ODORS/CHEMICALS:** Some exposure to mechanical, electrical, explosive, fume, odor, dust chemical, and toxic waste hazards, using proper safety precautions and PPE.
- **SAFETY:** Uses good judgement to work safely and use equipment properly.

**Adopted by Resolution of the Board of Directors**

Date: \_\_\_\_\_

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President, Board of Directors

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Secretary-Treasurer

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**ACKNOWLEDGEMENT:**

I, the undersigned, acknowledge receipt of this job description and agree to perform the duties described herein to the best of my ability and in accordance with the policies and procedures of the Martindale Water Supply Corporation.

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name