The responsibilities and requirements for the positions below are intended to describe the general nature and level of work being performed and are not intended to be an exhaustive list of all responsibilities, duties, and skills which may be required.

Interested persons should either print and complete an NTMWD employment application or save the application to your computer and complete it online. Applications must be completed in full. Incomplete applications will not be considered.

After completion, submit it in person to North Texas Municipal Water District at 505 E. Brown in Wylie, Texas or mail to P.O. Box 2408, Wylie, Texas 75098, Attention: Human Resources. It may also be faxed to 972-442-5400 or emailed to hr@ntmwd.com.

Existing employees should submit applications to their immediate supervisors either by email or in person and then the supervisor will forward it to Human Resources.

Positions will normally be posted until filled or until the closing date, whichever comes first.

**Posting Date:** March 20, 2015

**Maintenance Officer**

Position Code: FAC-14-03  
Closing Date: 04/17/15  
Department: Maintenance Division  
Pay Rate: $105,327 - $155,619 annually DOQ  
Location: Wylie, Texas  

Responsibility Summary:

1. Responsible for overseeing all aspects of the Technical Services and Facilities Services Departments, including the mechanical, electrical and instrumentation needs of all Systems. Also responsible for the proper prioritization of maintenance needs in the three operating Systems.
2. Assists the Deputy Director in the long range planning and overall efficient operation associated with the Technical Services and Facilities Services Departments, in order to support and assure continuous operation in the three operating Systems.
3. Provide leadership and management to ensure that the mission and core values of the NTMWD are put into practice.
4. Participates in the development of plans and specifications for enlargement and improvement of facilities included in all three Systems.
5. Maintains effective communications with the Maintenance Division personnel and NTMWD management.
6. Develops programs for the preventive maintenance needs of the systems, and protocols for emergency repair response.
7. Participates in the development of Capital Improvement Programs for all three operating Systems, through review of analysis of existing facilities and recommendations for repair or replacement.

Basic Requirements:

1. Bachelor of Science Degree in Engineering or related field.
2. Requires strong background in public works operations and regulations.
3. Extensive experience in the field of pipeline construction and repair, electrical and mechanical processes.
4. Must possess ability to apply sound administrative and supervisory skills and engineering practices.
5. Must be able to communicate tactfully with customer cities, outside agencies and departments within the NTMWD.
6. Must possess considerable knowledge of the local, state and federal laws regarding pretreatment and the contractual obligations and agreements with customer cities.
7. Requires a valid Texas Drivers License.
Reservoir Project Manager

Position Code: ENG-15-08   Closing Date: 04/24/15

Department: Engineering
Pay Rate: $100,310 - $148,206 annually DOQ
Location: Wylie, Texas

Provide oversight and project management for the planning, design, and construction of the Lower Bois d’Arc Creek Reservoir to include all projects to construct and fully utilize the new water supply: dam and intake structure, mitigation area, raw water transmission pipeline, water treatment plant, and treated water transmission pipeline to connect to the existing system. The Lower Bois d’Arc Creek Reservoir (LBCR) will be the largest and most comprehensive project in the District’s history since its creation in 1951. LBCR will be the first reservoir constructed, owned, and operated by the District. LBCR will be the first major reservoir to be constructed in Texas in the last 30 years. LBCR planned area is 16,526 acres with storage of 367,609 ac-ft and projected supply of 113 MGD. The District is in the final months of permitting for the reservoir, initial stages of design of some of the projects, and plans to begin construction in late 2015, early 2016. Duration of the duties are early 2015 through expected project completion in 2020. We are looking for the right Project Manager with proven advanced experience in engineering and construction project management.

Responsibility Summary:

1. Coordinate with internal and external stakeholders to develop and maintain a capital improvements plan for assigned program.
2. Assign project managers for program related projects and provide oversight including technical evaluation, review design documents, attend project meetings, evaluate bids, review and edit administrative memorandums, monitor project status, and resolve project issues through construction.
3. Manage assigned engineering group staff, including but is not limited to:
   a. Review and approve time sheets;
   b. Assess training and development needs and prepare recommendations;
   c. Improve efficiency and standardization of procedures and methodologies;
   d. Ensure compliance to NTMWD policies;
   e. Address disciplinary issues;
   f. Succession planning;
   g. Provide leadership and seek to maintain a positive working environment.
4. Develop and define project scopes related to program and oversee completion of engineering service agreements.
5. Evaluate and improve procedures, develop and maintain metrics to track progress.
6. Assist budget coordinator in developing annual budgets and monitoring percent spent throughout year.
7. Assists staff with development of correspondence.

Basic Requirements:

1. Degree in Engineering received from an accredited college or university.
2. Professional Engineering Registration in the State of Texas.
3. Ten years of progressive experience as a Professional Engineer and proven advanced experience in engineering and construction project management.
4. Experience with alternative project delivery methods.
5. Demonstrated exercise with multi-project program.
6. Knowledge and experience with US Army Corp of Engineers permitting, TxDOT permitting, and county government coordination.
7. Experience utilizing engineering design and project management software.
8. Ability to visualize means of improving efficiency and greater use of computer technology.
10. Requires a valid Texas Driver’s License.
Internal Auditor

Position Code: GEN-15-04   Closing Date: 04/03/15
Department: General
Pay Rate: $86,655 - $128,026 annually DOQ
Location: Wylie, Texas

Responsibility Summary:

1. Plans, organizes and conducts audits and evaluations to determine the effectiveness of internal controls and/or the efficiency of operations.
2. Provides an objective assessment of NTMWD’s controls, procedures, operations and compliance with laws, regulations and ethics.
4. Plans, executes, and reports audits of NTMWD programs and activities.
5. Presents audit findings, recommendations and follow-up review to the Executive Director/General Manager and the Board of Directors.
6. Provides staff assistance to Executive Director/General Manager and the Board of Directors; participates on a variety of committees; formulates significant policies related to the departments’ services and activities.
7. Determines the efficiency and effectiveness of NTMWD operations by observing activities; interviewing employees; surveying customers; conducting analytical analysis; reviewing documentation; comparing best practices with other similar entities.
8. Performs special projects and other duties as assigned.

Basic Requirements:

1. Extensive knowledge of governmental policies, operations and processes at the local, state and national level.
2. Ability to speak effectively before audiences.
3. Must be able to competently motivate others to perform well and accepts feedback from others.
4. Bachelor degree in Auditing, Accounting, Finance or related field.
5. Seven years professional audit experience in governmental auditing.
6. Five years direct supervisory experience.
7. Requires a valid Texas Driver’s license.

Real Estate Manager

Position Code: ENG-15-12   Closing Date: 04/03/15
Department: Engineering
Pay Rate: $86,655 - $128,026 annually DOQ
Location: Wylie, Texas

Responsibility Summary:

1. Initiates all steps of the land acquisition process including drafting correspondence, coordinating title companies and other involved parties, researching title and records, processing payments, minor legal writing and preparing site certifications.
2. Supervises the NTMWD Land Agents on land acquisitions and other related matters.
3. Negotiates to acquire needed easements, fee-simple tracts, permits, joint-use agreements and other property rights.
4. Assists in the settlement of construction damage claims with landowners.
5. Clears all title problems in order to obtain unencumbered title insurance for acquired land rights and coordinates closing of property purchases with landowners and title companies.
6. Organizes, updates and maintains the parcel files of the Land Rights. Updates and maintains all manual and computerized Land Rights record systems.
7. Reviews legal descriptions, plats and engineering plans submitted to the Engineering Department for logic and completeness, coordinating any discrepancies with the engineers for correction and follow through.
8. May assist NTMWD’s attorneys in litigation matters.

Basic Requirements:

1. Must demonstrate the ability to read and understand Pipeline, Utility, and Construction Drawings.
2. Must have knowledge and ability to read and understand Right-of-Way and Easement Drawings.
3. Must be able to effectively communicate in person, by telephone and/or by radio.
4. Must be able to effectively work in minimally supervised and/or unsupervised environments.
5. Must be able to perform mathematical calculations, scale distances from plans, and measure distances on the ground.
6. Five years progressive experience in land acquisition.
7. Bachelor degree required with course work in real estate, business, economics, general management, law, communications, land management, civil engineering and/or related topics.
8. Associate degree in above areas with an additional two years of experience is also acceptable.
9. Requires a valid Texas Driver’s License.

Wastewater Program Manager

Position Code: ENG-15-13    Closing Date: 04/17/15
Department: Engineering
Pay Rate: $78,599 - $116,124 annually DOQ
Location: Wylie, Texas

Responsibility Summary:

1. Coordinate with the wastewater regulatory compliance staff with respect to developing and maintaining a capital improvements plan for assigned program.
2. Assign project managers for program related projects and provide oversight including technical evaluation, review design documents, attend project meetings, evaluate bids, review and edit administrative memorandums, monitor project status, and resolve project issues through construction.
3. Manage assigned engineering group staff, including but is not limited to:
4. Review and approve time sheets;
5. Assess training and development needs and prepare recommendations;
6. Improve efficiency and standardization of procedures and methodologies;
7. Ensure compliance to NTMWD policies;
8. Address disciplinary issues;
9. Succession planning;
10. Provide leadership and seek to maintain a positive working environment.
11. Develop and define project scopes related to program and oversee completion of engineering service agreements.
12. Evaluate and improve procedures, develop and maintain metrics to track progress.
13. Assist budget coordinator in developing annual budgets and monitoring percent spent throughout year.
14. Assists staff with development of correspondence.

Basic Requirements:

1. Ability to visualize means of improving efficiency and greater use of computer technology.
2. Proficiency in use of Microsoft Word, Excel and management software.
3. Degree in Engineering received from an accredited college or university.
4. Professional Engineering Registration in the State of Texas.
5. Ten years of progressive experience as a Professional Engineer with project management experience of solid waste, water or wastewater treatment and handling systems design and construction.
6. Supervisory experience and demonstrated organizational skills.
7. Experience with surveying layout, coordinate geometry, and right-of-way calculations.
8. Experience utilizing engineering design and project management software.
9. Requires a valid Texas Driver’s License.

Professional Engineer - Electrical

Position Code: ENG-15-02    Closing Date: 04/17/15
Department: Engineering
Pay Rate: $67,895 - $100,310 annually DOQ
Location: Wylie, Texas

Responsibility Summary:

1. Review design plans and specifications for completeness and accuracy as a quality control function.
2. Special emphasis in medium voltage and low voltage electrical power distribution for NTMWD facilities.
3. Develops and maintains a project management manual, standard forms and standard project correspondence.
4. Reviews requests for information, field changes, and change orders for construction projects.
5. Participates in project design review meetings and in construction progress meetings.
6. Performs and/or manage special projects and studies needed.
7. Assists project managers with tie-ins and shut-downs.
8. Assists and advises the Operations Departments with special projects and operational problems.

Basic Requirements:

1. Degree in Electrical Engineering or other related field received from an accredited college or university.
2. Professional Engineering Registration in the State of Texas.
3. Strong ability to read and interpret electrical drawings and specifications for medium voltage to 25 kV, and low voltage systems with working knowledge of national electrical codes.
4. Strong working knowledge of ladder logic motor control schematics.
5. Proficiency in use of Microsoft Word, Excel and management software.
6. Experience utilizing engineering design and project management software.
7. Requires a valid Texas Driver’s License.

Mechanical Superintendent

Position Code: TEC-15-12   Closing Date: 04/17/15
Department: Technical Services
Pay Rate: $55,856 - $82,526 annually DOQ
Location: Wylie, Texas

Responsibility Summary:
1. Maintains a program of repair and preventive maintenance for facilities, structures, buildings, grounds equipment, pumps, gear boxes, machinery and vehicles owned by the NTMWD.
2. Oversees project repairs with other departments.
3. Analyzes mechanical problems and estimates job requirements.
4. Oversees repairs to equipment, machinery and vehicles by replacement, modification and/or re-design within the budgetary boundaries of the department.
5. Documents and records needed preventive maintenance.
6. Oversees that NTMWD tools, equipment and vehicles are operated by Technical Services personnel in a safe manner.
7. Responsible for the safety of all employees under his supervision.
8. Utilizes the Operations and Maintenance manuals, technical publications and manufacturer’s specifications for the process of maintaining and repairing NTMWD equipment, machines and vehicles.
9. Directly or indirectly supervises a group of 10 or more employees to include hiring, training, scheduling and performance evaluation.

Basic Requirements:
1. Thorough knowledge of operation and repairs to mechanical equipment.
2. Must be able to perform formal and informal maintenance training as required.
3. Must possess the ability to make decisions and exercise good judgment.
4. Attention to detail is essential.
5. Five years of experience in the field of maintenance, vehicle repair, including mechanical and heavy equipment operation, and two years supervisory experience.
6. Requires a valid Texas Driver’s License.
7. Must possess a high school diploma or GED.

Wastewater Plant Supervisor I

Position Code: SWC-15-01   Closing Date: 04/10/15
Department: Stewart Creek WWTP
Pay Rate: $24.35 - $35.98 per hour DOQ
Location: Frisco, Texas

Responsibility Summary:
1. Dictates settings for all operational processes and equipment such as levels, flows, pressures, temperature and any other things related to the operation of the process.
2. Responsible for the controlled operations of the major plant process.
3. Responsible for solving operational problems within assigned capabilities.
4. Responsible for safety and training of subordinates and the economical operation of the shifts.
5. Assists Wastewater System Manager in performing various tasks and special assignments relating to the job.
6. Assumes responsibilities of direct supervisor as required.
7. Responsible for implementing training programs for the Operations Staff.
8. Responsible for ordering and handling various chemicals used in the plant.
9. Responsible for coordination of response to emergency situations within set procedures.
10. Responsible for ensuring correct and thorough completion of all logs and records in assigned area.
11. Directly supervises a group of non-exempt employees to include hiring, scheduling and performance evaluation.

Basic Requirements:
1. Must be able to run lab tests and interpret results and equipment malfunction.
2. Must possess the ability to communicate and document daily activities to ensure proper plant operation.
3. Ability to work with tools.
4. Basic mechanical knowledge.
5. High School Biology and/or Chemistry.
6. Eight years of experience in wastewater treatment. (Credit given for college semesters.)
7. Texas Commission on Environmental Quality (or predecessor agency) Class A Wastewater Operator's Certificate of Competency required.
8. Must possess a valid Texas Driver’s License.
9. Requires a high school diploma or GED.

Construction Inspector II

Position Code: ENG-15-11   Closing Date: 04/10/15
Department: Engineering
Pay Rate: $22.09 - $32.64 per hour DOQ
Location: Wylie, Texas

Responsibility Summary:
1. Inspects the construction of all new facilities for the NTMWD for the purpose of determining that such facilities are completed in accordance with the plans and specifications.
2. Advises the immediate supervisor when corrective action is not implemented by the Contractor.
3. Keeps a daily log of all activities, weather conditions, quantities of work, etc.
4. Verifies the quantity of work accomplished on each monthly estimate.
5. Ensures that materials and equipment installed conform to approved submittals.
6. Available to the Contractor during all working hours for the purpose of resolving questions that may arise concerning the construction.
7. Ensures that construction activities are confined to certified easements and that special conditions of easement grants are fulfilled.

Basic Requirements:
1. Five years of experience as a Construction Inspector or similar capacity.
2. Ability to read and interpret plans and specifications is essential in order to locate and prevent potential problems.
3. Must have knowledge and ability to read and understand Right-of-Way and Easement Drawings.
4. Must be able to effectively communicate in person, by telephone and/or by radio.
5. Must be able to effectively work in minimally supervised and/or unsupervised environments.
6. Must be able to perform mathematical calculations, scale distances from plans, and measure distances on the ground.
7. Must be able to direct contractors, franchise utility and municipal employees.
8. Must possess a high school diploma or GED.
9. Requires a valid Texas Drivers License.

Environmental Specialist I

Position Code: ENV-15-06   Closing Date: 04/17/15
Department: Environmental Services
Pay Rate: $20.03 - $29.60 per hour DOQ
Location: Wylie, Texas

Responsibility Summary:
2. Performs inspections of industrial users to determine industrial-type sources, of wastewater discharge and discharge category.
3. Conducts follow-up inspections to check for compliance with regulations, updates existing information files, and investigates possible changes or additions to facility processes.
4. Investigates reports of slug or accidental spills which may cause damage and/or interfere with the wastewater collection systems treatment processes or sludge utilization.
5. Meets with contracting parties and industrial representatives to discuss recommendations/requirements on Industrial User’s permit applications, investigation findings, pretreatment problems or needs for compliance.
6. Responsible for supervising the installation and operation of field monitoring and testing equipment.
7. Compiles and interprets data collected during investigations and inspections for compliance with the Industrial Waste Ordinance and/or Federal Categorical Standards.
8. Prepares inspection reports and makes recommendations as required.
9. Assists in the review of permit applications, industrial waste permits, self-monitoring reports and current pretreatment literature.
10. Oversees and develops schedules of monitoring activities.

Basic Requirements:

1. Must possess a broad knowledge of the principles and practices of industrial waste treatment, local, state and federal laws pertaining to pretreatment and industrial waste.
2. Ability to make responsible decisions as required by circumstances.
3. Mathematical ability with careful attention to detail required.
4. Ability to deal tactfully and effectively with employees and representatives of other organizations in areas of investigations and data collections.
5. Must be capable of using equipment needed for field sampling and testing.
6. Ability to read and understand Pipeline, Utility, and Construction Drawings.
8. Two years of technical and administrative experience in inspecting, investigating or monitoring environmental control activities to comply with mandated regulations. A B.S. degree in the field of environmental science or related field may be substituted for experience.
9. Experience and training in waste treatment/collection systems and the identification of waste and chemical characteristics required.
10. Texas Commission of Environmental Quality (or predecessor agency) Class C Wastewater Operator's Certificate of Competency or five (2) years combined Laboratory and Pretreatment experience.
11. Valid Texas driver’s license.

Ozone Electrician

**Position Code: TEC-15-13  Closing Date: 04/03/15**

**Department:** Technical Services  
**Pay Rate:** $20.03 - $29.60 per hour DOQ  
**Location:** Wylie, Texas

Responsibility Summary:

1. Maintains the electrical equipment associated with the Ozone equipment.
2. Works with operations personnel to assure Ozone System is operational to meet water plant disinfection requirements.
3. Performs all annual maintenance per operations and maintenance manuals.
4. Performs maintenance on other equipment as directed, including the repair of motor control centers, valves operators, etc.
5. Observes safe work practices through proper use of safety equipment and procedures.
6. Maintains records of work performed and provides follow-up reports.
7. Must be able to work overtime when needed.

Basic Requirements:

1. Must be knowledgeable of electrical theory and practices.
2. Must be knowledgeable of safety pertaining to electrical distribution systems and equipment.
3. Must have the ability to read schematic and one-line drawings.
4. Two years’ experience as an Electrician with low and medium voltage equipment.
5. Requires a valid Texas Driver’s License.
6. Must possess a high school diploma or GED.

Heavy Equipment Mechanic

**Position Code: RDF-15-02  Closing Date: 04/17/15**

**Department:** 121 RDF  
**Pay Rate:** $19.08 - $28.19 per hour DOQ  
**Location:** Melissa, Texas

Responsibility Summary:

1. Monitor and perform routine preventive maintenance and repair to existing machinery and equipment.
2. Performs work on such process equipment as backhoes, tractors, bulldozers, landfill compactors, articulated dump trucks, motor graders, tipper, etc.
3. May be required to perform rough plumbing and welding.
4. Perform additional mechanical duties as required.

Basic Requirements:

1. Must be knowledgeable of electrical theory and practices.
2. Must be knowledgeable of safety pertaining to electrical distribution systems and equipment.
3. Must have the ability to read schematic and one-line drawings.
4. Two years’ experience as an Electrician with low and medium voltage equipment.
5. Requires a valid Texas Driver’s License.
6. Must possess a high school diploma or GED.
1. Must possess minimum five years of experience with mechanics, plumbing, welding, hydraulics, and pneumatic systems.
2. Must have the ability to read operation and maintenance manuals, schematics, blueprints, and safety data sheets.
3. Must have the ability to comprehend, carry out, and administer written and oral instruction.
4. Must possess a high school diploma or GED.
5. Requires a valid Texas Driver’s License.

Ozone Mechanic

Position Code: TEC-15-11   Closing Date: 04/17/15

Department: Technical Services
Pay Rate: $19.08 - $28.19 per hour DOQ
Location: Wylie, Texas

Responsibility Summary:
1. To maintain the Wylie Water Plant ozone equipment and make all mechanical repairs needed to keep equipment operating.
2. Work with operations personnel to assure ozone equipment is operational.
3. Performs all routine preventative maintenance tasks as specified in the ozone equipment operations and maintenance manuals.
4. Performs routine and preventative maintenance tasks on other mechanical equipment as directed.
5. Observes safe work practices through proper use of safety equipment and procedures.
6. Maintains records of work performed and provides follow-up reports.
7. Must be able to work overtime when needed.

Basic Requirements:
1. Must be able to read and understand technical manuals, and drawing.
2. Ability to comprehend, carry out and administer written and oral instruction.
3. Ability to read operation and maintenance manuals, schematics, blueprints and safety data sheets.
4. Must possess considerable knowledge of mechanics, hydraulic and pneumatic systems.
5. Experience in the maintenance of mechanical equipment similar to that used in the water treatment industry.
6. Requires a valid Texas Driver’s License.
7. Must possess a high school diploma or GED.

Water Plant Operator III

Position Code: POP-15-07   Closing Date: 04/24/15

Department: Plant Operations
Pay Rate: $19.08 - $28.19 per hour DOQ
Location: Wylie, Texas

Responsibility Summary:
1. Monitors plant operations by observation, instrumentation and laboratory test results and makes process adjustments to predetermined parameters.
2. Takes samples at various operating points in the plant process and interprets data.
3. Responsible for housekeeping in assigned units.
4. Monitors condition of mechanical equipment and notifies appropriate personnel of needed repairs or any operational problems.
5. Observes all safety guidelines as initiated by the NTMWD.
6. May be responsible for plant security during evening shifts.
7. Required to place equipment into operation or take equipment out of operation.
8. Responsible for the safe handling and unloading of various chemicals.
9. May be responsible for responding to various emergency situations as directed by supervisor.
10. Required to maintain thorough written process logs and records.
11. Runs various lab tests.
12. Monitors the Control Room SCADA System on an as needed basis.

Basic Requirements:
1. Must possess the ability to communicate and document daily activities to ensure proper plant operation.
2. Must be able to run lab tests and interpret results and equipment malfunction.
3. Five years of experience in water treatment. (Credit given for college semesters.)
4. Texas Commission of Environmental Quality (or predecessor agency) Class B Water Operator’s Certificate of
Competency required.
5. Must possess a high school diploma or GED.
6. Requires a valid Texas Driver’s License.

**Heavy Equipment Operator**

**Position Code:** RDF-15-04  **Closing Date:** 04/10/15  
**Department:** 121 RDF  
**Pay Rate:** $18.17 - $26.85 per hour DOQ  
**Location:** Melissa, Texas

Responsibility Summary:

1. Operates and monitors performance of the heavy construction type equipment, such as landfill compactors, bulldozers, loaders, scrapers, off-road articulated dump trucks, motor graders, etc., within the landfill.
2. Performs routine preventive maintenance and minor repairs on equipment operated with minimal supervision.
3. Monitors certain process operations as directed by supervisor.
4. Responsible for housekeeping in assigned units.
5. Responsible for observing safe work practices.
6. Verify that delivered waste is in accordance with applicable rules and regulations.

Basic Requirements:

1. Requires sustained mental attention regarding correct process adjustments necessary for proper Landfill maintenance.
2. Spatial discrimination; eye-hand-foot coordination; manual dexterity; ability to follow written and oral instructions; generally good physical condition.
3. Minimum of two years of experience in operation of heavy construction type equipment.
4. Heavy Equipment training such as is offered by vocational-technical schools or privately operated, independent vocational school.
5. Requires a valid Texas Driver’s License.
6. Must possess a high school diploma or G.E.D.

**Interceptor System Operator II**

**Position Code:** UEF-15-04  **Closing Date:** 04/17/15  
**Department:** Upper East Fork Interceptor System  
**Pay Rate:** $17.31 - $25.57 per hour DOQ  
**Location:** Allen, Texas

Responsibility Summary:

1. Performs routine inspection, cleaning, and repair of lift stations including pulling and replacing pumps, repairing and replacing pipe, valves, and fittings.
2. Performs basic troubleshooting of pumps and electrical equipment at a lift station to identify nature of problem.
3. Installs, maintains, and repairs pipes valves and fittings related to lift station pumps.
4. Maintains activity logs and records of jobs completed and supplies and equipment used.
5. May independently perform maintenance and repair work of a routine nature.
6. Takes field measurements at various operating points.
7. Responsible for housekeeping in assigned units.
8. Observes all safety guidelines as initiated by the NTMWD.
9. Takes action to protect certain structures and equipment under emergency flood conditions.
10. Assists in the safe handling and unloading of chemicals at various sites.
11. May be responsible for responding to various emergency situations as directed by supervisor.
12. Performs other duties as required.

Basic Requirements:

1. Requires two years of experience in wastewater applications.
2. Texas Commission on Environmental Quality (or predecessor agency) Class II Collection Certificate of Competency is required.
3. Must be able to interpret simple test results and equipment malfunction.
4. Must have the ability to communicate and document daily activities to ensure proper operation.
5. Basic mechanical skills and knowledge of tools.
6. Requires a valid Texas Driver’s License.
7. Must possess a high school diploma or G.E.D.
Transport Driver

Position Code: LTS-15-04  Closing Date: 04/17/15
Department: Lookout Transfer Station
Pay Rate: $17.31 - $25.57 per hour DOQ
Location: Richardson, Texas

Responsibility Summary:
1. Transport solid waste to designated site.
2. Monitor condition of mechanical equipment and notifies appropriate shop personnel of needed repairs or any operational problems.
3. Observe all safety guidelines and policies as initiated by the NTMWD.
4. Responsible for maintaining thorough and complete process records and logs.
5. May be responsible for responding to various emergency situations as directed by supervisor.

Basic Requirements:
1. Basic mechanical skills and knowledge of tools (screwdriver, wrench, etc.) and how to use them.
2. Requires a valid Texas Class A Commercial Driver’s License and good driving record.
3. Minimum of five years prior experience in the operation of Class A CDL vehicles.
4. Must possess a high school diploma or GED.

Transport Driver

Position Code: PTS-15-01  Closing Date: 04/10/15
Department: Parkway Transfer Station
Pay Rate: $17.31 - $25.57 per hour DOQ
Location: Plano, Texas

Responsibility Summary:
1. Transport solid waste to designated site.
2. Monitor condition of mechanical equipment and notifies appropriate shop personnel of needed repairs or any operational problems.
3. Observe all safety guidelines and policies as initiated by the NTMWD.
4. Responsible for maintaining thorough and complete process records and logs.
5. May be responsible for responding to various emergency situations as directed by supervisor.

Basic Requirements:
1. Requires a valid Texas Class A Commercial Driver License and good driving record.
2. Minimum of five years prior experience in the operation of Class A CDL vehicles.
3. Basic mechanical skills and knowledge of tools (screwdriver, wrench, etc.) and how to use them.
4. Must possess a high school diploma or GED.

Wastewater Plant Operator II

Position Code: MCW-15-01  Closing Date: 04/03/15
Department: Lower East Fork Interceptor System
Pay Rate: $17.31 - $25.57 per hour DOQ
Location: Mesquite, Texas

Responsibility Summary:
1. Performs routine inspection, cleaning, and repair of lift stations including pulling and replacing pumps, repairing and replacing pipe, valves, and fittings.
2. Performs basic troubleshooting of pumps and electrical equipment at a lift station to identify nature of problem.
3. Installs, maintains, and repairs pipes valves and fittings related to lift station pumps.
4. Maintains activity logs and records of jobs completed and supplies and equipment used.
5. May independently perform maintenance and repair work of a routine nature.
6. Takes field measurements at various operating points.
7. Responsible for housekeeping in assigned units.
8. Observes all safety guidelines as initiated by the NTMWD.
9. Takes action to protect certain structures and equipment under emergency flood conditions.
10. Assists in the safe handling and unloading of chemicals at various sites.
11. May be responsible for responding to various emergency situations as directed by supervisor.
12. Performs other duties as required.

Basic Requirements:
1. Must be able to run lab tests and interpret results and equipment malfunction.
2. Must possess the ability to communicate and document daily activities to ensure proper plant operation.
3. Requires basic mechanical knowledge and ability to work with small tools.
5. Must possess a Texas Commission on Environmental Quality (or predecessor agency) Class C Wastewater Operator's Certificate of Competency or Class II Collection Certificate of Competency.
6. Requires a high school diploma or GED.
7. Must possess a valid Texas Driver's License.

Wastewater Plant Operator II

Position Code: RCW-15-05   Closing Date: 04/17/15
Department: Rowlett Creek WWTP
Pay Rate: $17.31 - $25.57 per hour DOQ
Location: Plano, Texas

Responsibility Summary:
1. Monitors plant operations by observation, instrumentation and laboratory test results and makes process adjustments to predetermined parameters.
2. Collects samples at various operating points in the plant process and interprets data.
3. Monitors condition of mechanical equipment and notifies appropriate personnel of needed repairs or any operational problems.
4. Observes all safety guidelines as initiated by the NTMWD.
5. May be responsible for plant security during evening shifts.
6. Required to place equipment into operation or take equipment out of operation.
7. Responsible for the safe handling and unloading of various chemicals.
8. May be responsible for responding to various emergency situations as directed by a supervisor.
9. Required to maintain thorough written process logs and records.
10. Responsible for housekeeping in assigned units.
11. Perform various lab tests.

Basic Requirements:
1. Must be able to run lab tests and interpret results and equipment malfunction.
2. Must possess the ability to communicate and document daily activities to ensure proper plant operation.
3. Requires basic mechanical knowledge and ability to work with small tools.
5. Must possess a Texas Commission on Environmental Quality (or predecessor agency) Class C Wastewater Operator's Certificate of Competency.
6. Requires a high school diploma or GED.
7. Must possess a valid Texas Driver's License.

Wastewater Plant Operator II – 2 Positions

(1) Position Code: WCK-15-01   Closing Date: 04/17/15
(1) Position Code: WCK-15-04   Closing Date: 04/24/15
Department: Wilson Creek WWTP
Pay Rate: $17.31 - $25.57 per hour DOQ
Location: Allen, Texas

Responsibility Summary:
1. Monitors plant operations by observation, instrumentation and laboratory test results and makes process adjustments to predetermined parameters.
2. Collects samples at various operating points in the plant process and interprets data.
3. Monitors condition of mechanical equipment and notifies appropriate personnel of needed repairs or any operational problems.
4. Observes all safety guidelines as initiated by the NTMWD.
5. May be responsible for plant security during evening shifts.
6. Required to place equipment into operation or take equipment out of operation.
7. Responsible for the safe handling and unloading of various chemicals.
8. May be responsible for responding to various emergency situations as directed by a supervisor.
9. Required to maintain thorough written process logs and records.
10. Responsible for housekeeping in assigned units.
11. Perform various lab tests.

Basic Requirements:
1. Requires two years experience in wastewater treatment.
2. Must possess a Texas Commission on Environmental Quality (or predecessor agency) Class C Wastewater Operator's Certificate of Competency.
3. Must be able to run lab tests and interpret results and equipment malfunction.
4. Must possess the ability to communicate and document daily activities to ensure proper plant operation.
5. Requires basic mechanical knowledge and ability to work with small tools.
6. Requires a high school diploma or GED.
7. Must possess a valid Texas Drivers License.

Water Plant Operator II

**Position Code:** POP-15-06  **Closing Date:** 04/03/15

**Department:** Plant Operations  
**Pay Rate:** $17.31 - $25.57 per hour DOQ  
**Location:** Wylie, Texas

Responsibility Summary:

1. Monitors plant operations by observation, instrumentation and laboratory test results and makes process adjustments to predetermined parameters.
2. May be assigned to monitor Control Room SCADA System. Makes adjustments to pumping levels as required.
3. Takes samples at various operating points in the plant process and interprets data.
4. Responsible for housekeeping in assigned units.
5. Monitors condition of mechanical equipment and notifies appropriate personnel of needed repairs or any operational problems.
6. Observes all safety guidelines as initiated by the NTMWD.
7. May be responsible for plant security during evening shifts.
8. Required to place equipment into operation or take equipment out of operation.
9. Responsible for the safe handling and unloading of various chemicals.
10. May be responsible for responding to various emergency situations as directed by supervisor.
11. Runs various lab tests.

Basic Requirements:

1. Two years experience in water treatment. (Credit given for college semesters)
2. Texas Commission of Environmental Quality (or predecessor agency) Class C Water Operator’s Certificate of Competency required.
3. Must possess the ability to communicate and document daily activities to ensure proper plant operation.
4. Must be able to run lab tests and interpret results and equipment malfunction.
5. Must possess a high school diploma or GED.
6. Requires a valid Texas Drivers License.

Water Plant Operator II

**Position Code:** TAW-15-03  **Closing Date:** 04/24/15

**Department:** Tawakoni WTP  
**Pay Rate:** $17.31 - $25.57 per hour DOQ  
**Location:** Terrell, Texas

Responsibility Summary:

1. Monitors plant operations by observation, instrumentation and laboratory test results and makes process adjustments to predetermined parameters.
2. May be assigned to monitor Control Room SCADA System. Makes adjustments to pumping levels as required.
3. Takes samples at various operating points in the plant process and interprets data.
4. Responsible for housekeeping in assigned units.
5. Monitors condition of mechanical equipment and notifies appropriate personnel of needed repairs or any operational problems.
6. Observes all safety guidelines as initiated by the NTMWD.
7. May be responsible for plant security during evening shifts.
8. Required to place equipment into operation or take equipment out of operation.
9. Responsible for the safe handling and unloading of various chemicals.
10. May be responsible for responding to various emergency situations as directed by supervisor.
11. Runs various lab tests.

Basic Requirements:
1. Must possess the ability to communicate and document daily activities to ensure proper plant operation.
2. Must be able to run lab tests and interpret results and equipment malfunction.
3. Two years of experience in water treatment. (Credit given for college semesters.)
4. Texas Commission of Environmental Quality (or predecessor agency) Class C Water Operator's Certificate of Competency required.
5. Must possess a high school diploma or GED.
6. Requires a valid Texas Driver’s License.

Light Equipment Operator – 2 Positions

(1) Position Code: FAC-15-02  Closing Date: 04/24/15
(1) Position Code: FAC-15-13  Closing Date: 04/17/15

Department: Facilities Services
Pay Rate: $16.48 - $24.35 per hour DOQ
Location: Wylie, Texas

Responsibility Summary:
1. Operates and monitors performance of the construction type equipment such as loaders and backhoes with minimal supervision.
2. Performs routine preventive maintenance and minor repairs on equipment operated with minimal supervision.
3. Responsible for housekeeping in assigned units.
4. Responsible for observing safe work practices.
5. Can act as a Lead Maintenance Worker when not operating equipment.
6. Repairs water and sewer lines as needed.

Basic Requirements:
1. Two years experience in operation of construction type equipment.
2. Spatial discrimination; eye-hand-foot coordination; manual dexterity; ability to follow written and oral instructions; generally good physical condition.
3. Requires a valid Texas Commercial Drivers License.
4. Must possess a high school diploma or G.E.D.

Laboratory Technician

Position Code: LAB-15-01  Closing Date: 04/10/15

Department: Laboratory
Pay Rate: $15.70 - $23.20 per hour DOQ
Location: Wylie, Texas

Responsibility Summary:
1. Performs chemical and/or biological analysis on related samples as assigned.
2. Prepares chemical/bacteriological solutions, reagents, media, and standards as outlined by SOPs and QSM.
3. Reports analytical results into LIMS with initial data reviews to determine accuracy and precision as outline in Laboratory Quality System and SOPs.
4. Utilizes LIMS for analytical data.
5. Maintains equipment and laboratory area to ensure the accuracy of measurements and the proper cleanliness and functional operation of the equipment.
6. Assists other laboratory personnel with their workload as assigned by immediate supervisor.
7. Adheres to laboratory safety protocols.
9. Communicates to Section Chief/Supervisor information for adequate stock of chemicals, standards, and reagents of assigned analysis.
10. Assists Section Chief/Section Supervisor to help ensure analysis completion is in a timely manner.

Basic Requirements:
1. Must be capable of understanding analytical procedures and duties to be performed.
2. Must develop degree of competence with analyses being performed, giving careful attention to details.
3. Must be able to operate and maintain equipment to be used.
4. Must have sufficient mathematical ability.
5. High School Biology or Chemistry plus two years of related lab experience.
7. Must possess a high school diploma or GED.
8. Requires a valid Texas Drivers License.
Maintenance Worker – Paint/Carpentry

Position Code: FAC-15-14   Closing Date: 04/03/15
Department: Facilities Services
Pay Rate: $14.24 - $21.04 per hour DOQ
Location: Wylie, Texas

Responsibility Summary:
1. Responds to various work orders and special projects as directed by the Paint/Carpentry Crewleader.
2. Prepares various surfaces for painting by washing, scraping, sanding, sand-blasting or other means as necessary.
3. Matches paints, enamels, lacquers, varnishes, stains, and special protective coatings to achieve desired color, consistency, and drying properties.
4. Caulks, putties, cements, or plasters holes and cracks.
5. Builds shelves, boxes, cabinets, chairs, tables, etc.
6. Replaces glass in windows and doors.
7. Paints buildings, structures, and equipment, using brush, roller, spray gun or other applicator.
8. Performs simple sign Painting, using stencils.
9. Cleans and stores tools and equipment.
10. Performs minor concrete jobs such as slab building.
11. May be required to perform general plumbing duties.
12. Performs roofing jobs on NTMWD structures to include composition, and metal roofs.

Basic Requirements:
1. Must have the ability to understand directions and be able to perform those tasks with or without direct supervision.
2. Requires a valid Texas Driver’s License.
3. Must possess a high school diploma or GED

Maintenance Worker – Pipeline

Position Code: FAC-15-12   Closing Date: 04/17/15
Department: Facilities Services
Pay Rate: $14.24 - $21.04 per hour DOQ
Location: Wylie, Texas

Responsibility Summary:
1. General grounds and facilities maintenance
2. Repairs and replaces water and sewer lines as needed.
3. Provides labor support to all NTMWD systems.
4. Observes all safety guidelines as initiated by the NTMWD.
5. Takes action to protect certain structures and equipment under emergency conditions.
6. May be responsible for responding to various emergency situations as directed by supervisor.
7. Annual cleaning of water and wastewater basins and flumes.

Basic Requirements:
1. Must have the ability to understand directions given and be able to perform those tasks with direct supervision.
2. Requires a valid Texas Drivers License.
3. Must possess a high school diploma or GED.