

## Keesler AFB BOS Contract Job Description

<b>Job Title: Supervisor, Water/Wastewater Production &amp; Distribution Systems</b>	<b>Department: Civil Engineering</b>
<b>Branch: Utilities</b>	<b>Office:</b>

APPLICATIONS ARE ACCEPTED ONLINE AT [www.csc.com/careers/us](http://www.csc.com/careers/us) Enter Requisition Number 1000E1M and follow the instructions for applying online.

### Job Summary

Supervises, oversees and directs all operations and employees of the Keesler AFB water production and distribution systems and the wastewater collection, lift stations and distribution systems.

### Essential Functions

- Perform all necessary administrative duties and oversee and direct all assigned operations and activities of:
  - The water production and distribution system to include production, storage, distribution, compliance with drinking water standards, treatment;
  - The wastewater lift stations, collection systems and compliance with wastewater standards;
  - The maintenance of infrastructure including groundwater wells, treatment and monitoring equipment, tanks and distribution piping.
- Administer all activities of the Keesler AFB water production and distribution systems and wastewater collection systems, including planning, directing, coordinating, and reviewing the work plan for department employees; assigning work activities, materials/tools, projects and programs; reviewing and evaluating work products, methods and procedures; and meeting with subordinate employees to identify and resolve problems.
- Work with engineering firms, consulting firms, governmental inspectors and regulators and any other authorized persons or agencies to solve or prevent problems, and to complete projects as needed.
- Recommend inventory, troubleshoot, identify mechanical, electrical or computer problems and plan their repairs, direct procedures for quality assurance and operational practices.
- Direct, supervise, hire, terminate, training, and/or assist any of the Utilities staff in all appropriate duties, as situations may demand.
- Perform all tasks and duties as required by local, state and federal laws and regulations regarding water production and distribution systems.
- Direct and/or maintain careful, accurate, and timely records of all readings, tests, adjustments and activity regarding the handling of Keesler AFB water and wastewater production and distribution systems and submit all reports, manuals, readings, tests, activities and the like to assigned supervisors, agencies and governmental entities according to established practices.
- Supervises repairs and modifications to all water production and distribution system infrastructure as well as the wastewater lift stations and collection systems.

- Monitor and control water sources and wastewater flows and treatment, operating pumps, motors, valves and related equipment, and adjust chemical dosages according to established safety guidelines and regulations.
- Oversee and assist with installation, maintenance, cleaning, and repairing meters, pipelines, lift stations and other associated equipment and infrastructure.
- Supervises, oversees and directions all water sampling and preparation for laboratory testing according to established policy and procedure. Immediately report any unusual or suspicious readings to the Base Water Official.
- Supervises, oversees and directs the methodology and equipment used to meet environment and health standards to ensure that company and client concerns are addressed.
- Investigates compliance issues, evaluates corrective action options to ensure that analysis is accurate and solutions are feasible and appropriate. Designs and implements projects and manages long-term compliance.
- Interfaces with government officials and other technical personnel to ensure that activities are according to customer and local, state, and federal specifications, laws and regulations.
- Responsible to perform all assigned duties as safely and efficiently as possible to maintain a safe environment.
- Accomplishes periodic inspections, recurring maintenance requirements and associated documentations. Maintains records, processes and procedures to conform to instructions, guidance and applicable rules and regulations.
- Maintains required operating forms and records and assures proper use of all assigned equipment. Responsible for on-the-job training as required.
- Requires working scheduled and unscheduled overtime.
- Perform other duties as assigned in accordance with contractual, functional, and mission requirements.
- Position is classified as mission essential and requires employee to shelter at work location and to respond to disasters or other contingency operations.

### Basic Qualifications

- Must have bachelor's degree or equivalent combination of work experience and/or education.
- Bachelor's degree in environmental science or related field preferred.
- Minimum of five years experience with a water utility serving >5,000 customers with water obtained from multiple groundwater sources after basic water treatment along with wastewater lift stations and distribution systems.
- Minimum of two years in a supervisory position over water operators responsible for ensuring compliance with drinking water quality standards and the daily operation and maintenance of water system infrastructure which includes groundwater wells and treatment and monitoring equipment, tanks, distribution piping and wastewater lift stations and distribution systems.
- Mississippi Class D (or higher) Waterworks Operator Certification or comparable Waterworks Operator Certificate/License from another state that has reciprocity with Mississippi. Reciprocal Certificate/License must be obtained within 90 days of employment.
- Have excellent working knowledge of:
  - Local, state and federal laws and regulations as they pertain to water production and distribution and wastewater lift stations and flows;
  - The chemistry, bacteriology, and physics involved in water/wastewater and its flow;
  - The more complex mechanical and electrical functions of related meters, pumps, valves, lift stations, radio controls, and computer-regulated systems;
  - Quality assurance practices; and

- The use of self-contained breathing apparatus and chlorine handling procedures.
- Good knowledge of EPA Primary and Secondary Drinking Water Regulations, Groundwater Rule and regulations of the State Primacy Agency for EPA Rules, the Mississippi State Department of Health.
- Basic understanding of how flow, head and headloss affect delivery of water in distribution piping networks.
- Must be able to work scheduled and unscheduled overtime.
- Must possess valid State Driver's license; must have the ability to obtain and maintain a United States Government and/or United States Air Force vehicle driver's license.
- Must have favorable National Agency Check (NACI).
- Must have the ability to meet the requirements for issuance of a computer network account (favorable National Agency Check and successfully complete computer security training).
- Familiarity with USAF and military protocols preferred.
- Ability to lift minimum of 50 lbs.
- Proficient in written and spoken English.
- Good communication skills to interact with team members, customers, management and support personnel.
- Verifiable proficiency in Microsoft Office Suite and computer operating systems and programs required to perform the job.
- Ability to provide excellent customer service.
- Good organization and time management skills.
- Good analytical and problem solving skills.
- Good interpersonal skills for interacting with project and team members.
- Good ability to handle activities on multiple projects and tasks.
- Ability to work independently with integrity.
- Ability to work in a team environment.
- Ability to deal with and manage change.
- Ability to complete assigned responsibilities in a given timeframe.
- Ability to handle multiple project and task responsibilities simultaneously and switch among them quickly to meet prioritized business needs.
- Ability to read, interpret, and apply laws, regulatory codes and standards.
- Ability to complete assigned responsibilities in a given timeframe.
- Position is classified as mission essential and requires employee to shelter at work location and to respond to disasters or other contingency operations.

#### Work Environment

- Indoor environment.
- Outdoor environment.
- Commercial/industrial environment.
- Position is classified as mission essential and requires employee to shelter at work location and to respond to disasters or other contingency operations.

**NOTE: This job description describes the general nature of the duties and requirements of the job. It is not intended to be an exhaustive list or to limit the Supervisor's ability to modify work assignments, functions or duties as deemed appropriate.**