

## JOB DESCRIPTION

**Job Title:** Production Operations Assistant  
**Reports To:** Water Resources Manager  
**FLSA Status:** Non-Exempt  
**Department:** Water Resources  
**Date:** November 9, 2022

**Salary:** TBD

### Summary:

Assist the Production Operations Manager in day-to-day responsibilities and in production operations. Assist in coordination and completion of regulatory reporting and inspections and assist Laboratory and Production personnel with data collection, documentation, reporting, and other duties as needed.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Assist Production Operations Manager in daily operations of water and wastewater treatment plants to include ensuring regulatory compliance, treatment processes, disinfection, and water quality.
- Maintain regulatory files, process all requested correspondence, and answer telephone calls in order to assist with the completion of required inspections and regulatory compliance.
- With the Laboratory, assist in coordinating sample collection and testing to assure the water quality of the production and treatment systems.
- Assist Production personnel with TCEQ license renewals, new licenses, continuing education, and class and test scheduling.
- Communicate and coordinate activities with third party agencies.
- Organize, file, and scan documents and paperwork in accordance with monthly regulatory requirements.
- Prepare correspondence and certified mail as required by state and federal agencies.
- Assist production personnel with the ordering, purchasing, and receiving of products.
- Assist in maintaining a work schedule and calendar for Production personnel including scheduled time off, compliance schedule, and other items as needed.
- Assist with customer correspondence in relation to water quality complaints.
- Track monthly department expenses and expenditures and coordinate with Accounting.
- Assist department co-workers as needed and assist customers with questions as required.
- Perform other tasks as designated by supervisory personnel.

### Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Education/Experience:

One year or more of college or technical school; one (1) year related experience and/or training as department assistant; or equivalent combination of education and experience.

**Language Ability:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**Math Ability:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply concepts of basic algebra and geometry.

**Reasoning Ability:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**Computer Skills:**

Word Processing, Excel, E-Mail, Database Software, and Internet Software.

**Other Knowledge, Skills, & Abilities:**

None required for this position.

**Certificates and Licenses:**

Valid State of Texas Driver's License.

**Supervisory Responsibilities:**

This position has no supervisory responsibilities.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to work near moving mechanical parts and risk of electrical shock. The noise level in the work environment is usually moderate.

**Physical Demands:**

The described physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly uses hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is frequently required to stand, walk, or sit. The employee may occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.