



Canyon Regional Water Authority Job Description

Position Title: Surface Water Treatment Plant Lead Operator

Position Location: Hays Caldwell Surface Water Treatment Plant

Address: 135 Old Martindale Road San Marcos, Texas 78666

JOB SUMMARY

The Surface Water Treatment Plant Lead Operator oversees daily operation of the water treatment facility and serves as the lead operator for plant operations, process control, regulatory compliance, and operator training. This position is the second-in-command at the treatment plant and provides technical guidance to plant operators, coordinates operational activities, and ensures the continuous production of safe drinking water in compliance with federal, state, and local regulations. For a Texas surface water treatment plant, this position is often the “backbone” of operations—experienced enough to run the plant independently on a shift but not yet responsible for overall regulatory oversight like a Plant Manager.

ESSENTIAL FUNCTIONS

- Monitors and optimizes treatment processes to ensure water quality and regulatory compliance.
- Reviews operational data, laboratory results, SCADA trends, and process performance indicators.
- Directs, leads, and coordinates plant operators in routine operational activities.
- Assists in scheduling operator coverage and shift assignments.
- Trains and mentors plant operators.
- Ensures compliance with drinking water regulations and operating permits.
- Assists with preparation and review of regulatory reports and operational records.
- Coordinates process changes during source water quality fluctuations, maintenance activities, and emergency conditions.
- Responds to operational emergencies, treatment upsets, equipment failures, and water quality incidents.
- Coordinates with maintenance personnel regarding repairs and preventive maintenance activities.
- Participates in capital improvement planning and operational improvement projects.
- Assists with development and implementation of standard operating procedures.
- Maintains accurate operational, maintenance, and compliance records.
- Promotes and enforces workplace safety programs and procedures. Wears required personal protective equipment (PPE).
- Performs other duties as assigned by the Surface Water Plant Manager.

REGULATORY RESPONSIBILITIES

- Assist the Plant Manager with maintaining compliance with:
 - Texas Commission on Environmental Quality drinking water regulations.
 - Safe Drinking Water Act requirements.
 - Monitoring and reporting requirements.
 - Operator's licensing requirements.
 - Emergency response procedures.

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of surface water treatment processes, chemistry, and equipment.
- Thorough knowledge of state and federal drinking water regulations.
- Ability to independently evaluate and adjust treatment processes.
- Ability to supervise, train, and motivate personnel.
- Ability to analyze operational and laboratory data.
- Ability to prepare technical reports and maintain regulatory documentation.
- Strong communication and leadership skills
- Ability to make sound operational decisions during emergency situations.

DECISION MAKING

- Works under Surface Water Treatment Plant Manager.

MINIMUM REQUIREMENTS

- High School Diploma or GED.
- Texas Class C or B Surface Water Operator License issued by the Texas Commission on Environmental Quality. Must maintain license renewals.
- Five (5) years of progressively responsible water treatment experience.
- Three (3) years of supervisory or management experience.
- Strong working knowledge of Microsoft 365 products, Outlook, Adobe Acrobat Pro, SCADA system, and the GIS System.
- Ability to work rotating shifts, weekends, holidays, and emergency callouts is required.
- Must be able to respond/participate in after hour assigned/emergency work within 45 minutes' notice and live within the area to be able to respond to this requirement.
- Valid Class "C" Texas Driver's License consistent with CRWA driving policies.

PREFERRED QUALIFICATIONS

- Texas Class A Surface Water Operator License issued by the Texas Commission on Environmental Quality.
- Experience operating conventional surface water treatment facilities.
- Experience with membrane treatment technologies.
- Experience with computerized maintenance management systems (CMMS).

PHYSICAL DEMANDS AND WORKING CONDITIONS

- Physical requirements include lifting/carrying up to 50 pounds occasionally; pushing a maximum force of 55 pounds. Subject to standing, sitting, walking, climbing, bending, crawling, squatting, kneeling and working in cramped and strained positions for long periods of time to perform job scope.
- Working conditions can be outside with frequent exposure to inclement weather; water; mechanical, electrical, chemical and confined space hazards; offensive fumes; excessive noise; deep excavations; and animals, snakes and poisonous insects.
- Travel to different sites and locations in a CRWA company vehicle may be required.

ORGANIZATIONAL STRUCTURE

- General Manager
- Assistant General Manager
 - Operations Manager
 - Surface Water Treatment Plant Manager
 - Surface Water Treatment Plant Lead Operator
 - Surface Water Treatment Plant Operator II
 - Surface Water Treatment Plant Operator I