

**The East Rio Hondo Water Supply Corporation**  
is seeking 1 qualified individual for the following full-time position:

**DISTRIBUTION & COLLECTION FOREMAN**

Pay Type: Hourly  
Department: Operations  
Hourly Rate: \$20.00-\$24.00

**Job Summary:**

This is skilled work in the distribution of water and collection of wastewater. This position provides supervision for the distribution & collection crews that operate and maintain ERHWSC's distribution and collection system in order to provide water and wastewater service to its members. The hourly rate will be \$20.00-\$24.00 per hour, which will be determined by qualifications and experience.

**Essential Functions:**

- Supervises and assists with the assigned installation, extension, and required repairs to water distribution lines, valves, & appurtenances so that work is completed in accordance with the American Water Works Association (AWWA) & ERHWSC standards as well as in a safe, timely, and efficient fashion.
- Supervises and assists in the wastewater collection system operation and maintenance of lift stations, force mains, gravity sewer lines, cleanouts, manholes, air release valves, and other collection system appurtenances.
- Supervises and assists in the installation and/or repair of water meters and their installations as assigned.
- Supervises and assists in the installation and/or repair of fittings, valves, and pipe(s) at all ERHWSC owned and/or operated facilities as assigned.
- Provides information to individual ERHWSC members when called upon in order to provide information to them regarding the repair and/or installation of water or wastewater service. Does not act as ERHWSC's public relations officer for more global or sensitive issues.
- Relay information back to supervisors & management regarding issues in distribution & collection systems, customer concerns regarding service, inventory status, easement trespassing, and safety issues.
- Must adhere and enforce all safety policies and procedures in distribution & collection operations.
- Must maintain good housekeeping in distribution & collection department and other assigned duties.
- Must be able to understand and follow oral and written instructions in English.
- Must ensure equipment and system maintenance occurs.
- Other job duties may be assigned.

**Supervisory Responsibilities:**

This job has supervisory responsibilities. Supervises 2-to-3-man crew, consisting of equipment (backhoe) operator, CDL laborer, and general laborer. Evaluates and disciplines subordinate personnel as necessary. Must be available for after-hours call outs and emergency operations.

**Minimum Qualifications:**

Must have operated a backhoe or excavator for at least 3 years. High School Diploma or GED accredited by the Texas Education Agency, preferably including some course work in mathematics; or any equivalent combination of education and experience.

**Licenses & Certifications:**

High School Diploma or GED accredited by the Texas Education Agency, preferably including some course work in mathematics; or any equivalent combination of education and experience. A valid Class C Texas Driver's License is required, preferably a Class A CDL or the ability to acquire one. Must be insurable by Corporation's auto insurance

*"This institution is an equal opportunity provider and employer"*

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is seeking 1 qualified individual for the following full-time position:

underwriter. A Texas Commission on Environmental Quality (TCEQ) Class “C” Distribution license and TCEQ Class II Collection license are required.

**Physical Demands:**

The physical demands described here 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. Must be able to climb up and down stairs while carrying loads of up to 50 lbs. Ability to open and close valves of various sizes manually by turning difficult-to-operate valve wheels. Ability to work under extreme weather conditions including wet weather and hot and cold ambient temperatures. Must be able to climb ladder, dig with shovel for prolonged periods, push boring machine, and withstand prolonged periods of walking and standing while checking equipment and regular job site conditions. Tasks involve bending, lifting, walking, carrying or using a force equal to lifting 50 to 100 lbs. Distribution & Collection Foreman must arrive for each assigned shift clean shaven in order to be able to safely and properly utilize an SCBA/CBA (Self Contained Breathing Apparatus / Contained Breathing Apparatus). Beards will not be permitted as they interfere with use of an SCBA/CBA.

**Benefits:**

***Benefits include: health insurance, paid vacation & holidays, retirement plan, and life insurance.***

Interested persons for this position should complete a job application at our main office in Rio Hondo, Texas. Please call Administrative Services Manager, Amanda M. Sanchez at (956) 247-7817 for more information and/or to receive application form. You may also download application from our web page at [www.erhwsc.com/employment](http://www.erhwsc.com/employment). Applications will be accepted until the position is filled.

APPLY TO: ERHWSC Main Office located at 206 Industrial Parkway, Rio Hondo, Texas 78583

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## EAST RIO HONDO WATER SUPPLY CORPORATION

**JOB TITLE:** DISTRIBUTION & COLLECTION FOREMAN  
**DEPARTMENT:** DISTRIBUTION & COLLECTION  
**REPORTS TO:** FIELD OPERATIONS & MAINTENANCE SUPERVISOR  
**FLSA STATUS:** NON-EXEMPT  
**DATE REVISED:** 12/23/2024

### **SUMMARY:**

This is skilled work in the distribution of water and collection of wastewater. This position provides supervision for the distribution & collection crews that operate and maintain ERHWSC's distribution and collection system in order to provide water and wastewater service to its members.

### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES: (include the following)**

Supervises and assists with the assigned installation, extension, and required repairs to water distribution lines, valves, & appurtenances so that work is completed in accordance with the American Water Works Association (AWWA) & ERHWSC standards as well as in a safe, timely, and efficient fashion.

Supervises and assists in the wastewater collection system operation and maintenance of lift stations, force mains, gravity sewer lines, cleanouts, manholes, air release valves, and other collection system appurtenances.

Supervises and assists in the installation and/or repair of water meters and their installations as assigned.

Supervises and assists in the installation and/or repair of fittings, valves, and pipe(s) at all ERHWSC owned and/or operated facilities as assigned.

Provides information to individual ERHWSC members when called upon in order to provide information to them regarding the repair and/or installation of water or wastewater service. Does not act as ERHWSC's public relations officer for more global or sensitive issues.

Relay information back to supervisors & management regarding issues in distribution & collection systems, customer concerns regarding service, inventory status, easement trespassing, and safety issues.

Must adhere and enforce all safety policies and procedures in distribution & collection operations.

Must maintain good housekeeping in distribution & collection department and other assigned duties.

Must be able to understand and follow oral and written instructions in English.

Must ensure equipment and system maintenance occurs.

Other job duties may be assigned.

### **SUPERVISORY RESPONSIBILITIES:**

This job has supervisory responsibilities. Supervises 2 to 3 man crew, consisting of equipment (backhoe) operator, CDL laborer, and general laborer. Evaluates and disciplines subordinate personnel as necessary. Must be available for after-hours call outs and emergency operations.

**EDUCATION AND/OR EXPERIENCE:**

High School Diploma or GED accredited by the Texas Education Agency, preferably including some course work in mathematics; or any equivalent combination of education and experience.

**COMPUTER SKILLS:**

Some knowledge of Microsoft Office programs and considerable knowledge of Internet Explorer, Word, and Excel. Must be capable of operating mobile phone with camera, video, texting, email, and voicemail.

**OTHER QUALIFICATIONS:**

Some knowledge of the functions and servicing requirement of mechanical equipment and machinery. May be required to learn the processes involved in the treatment of water, including some chemical tests. Ability to inspect machinery and mechanical equipment in operation and to detect flaws and defects. Ability to read simple meters and charts accurately and to maintain simple records of shift operation. Continuous work on improving own knowledge and skills is required.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

A valid Class C Texas Driver's License is required, preferably a Class A CDL or the ability to acquire one. A Texas Commission on Environmental Quality (TCEQ) Class "C" Distribution license and TCEQ Class II Collection license are required.

**PHYSICAL DEMANDS:**

The physical demands described here 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. Must be able to climb up and down stairs while carrying loads of up to 50 lbs. Ability to open and close valves of various sizes manually by turning difficult-to-operate valve wheels. Ability to work under extreme weather conditions including wet weather and hot and cold ambient temperatures. Must be able to climb ladder, dig with shovel for prolonged periods, push boring machine, and withstand prolonged periods of walking and standing while checking equipment and regular job site conditions. Tasks involve bending, lifting, walking, carrying or using a force equal to lifting 50 to 100 lbs. Distribution & Collection Foreman must arrive for each assigned shift clean shaven in order to be able to safely and properly utilize an SCBA/CBA (Self Contained Breathing Apparatus / Contained Breathing Apparatus). Beards will not be permitted as they interfere with use of an SCBA/CBA.

**SPECIAL REQUIREMENTS:**

ERHWSC requires that all employees possess or have the aptitude, desire and ability to be professional, courteous and competent in all their interactions with the public, customers and fellow employees. The Foreman is responsible for promoting a safe and respectful working environment.