

Job Title: Operations Team Leader

Location: Greenville TX

Job Type: Full Time

Reports to: General Manager / Director of Utilities

Position Summary

We are seeking an experienced and proactive **Operations Team Leader** to lead the day-to-day operations of our water distribution system. This role is responsible for overseeing field operations, managing staff, maintaining infrastructure, ensuring compliance.

Key Responsibilities

- Oversee daily operations of water distribution, including system maintenance, repair, and emergency response
- Prioritize and assign the day-to-day operations of technicians in assigned areas.
- Ensure sufficient staff or contractors are assigned to complete both emergency and planned work, and necessary equipment and goods are available to complete the tasks.
- Monitor and manage operational, work orders, and maintenance schedules.
- Coordinate with engineering, customer service, and regulatory bodies on projects.
- Lead the development and implementation of Standard Operating Procedures (SOPs) and safety protocols.
- Maintain accurate records and reporting for audits, inspections, and performance tracking.
- Use SCADA systems and GIS tools to monitor and improve system performance.
- Foster a culture of safety, accountability, and continuous improvement.
- Will assist with Inventory Control and ensure inventory control procedures are followed.
- Will review and approve time entry of field staff.

Minimum Qualifications

- Minimum of 3 years in water utility operations, including supervisory experience
- Strong knowledge of water distribution systems, infrastructure, and regulatory standards
- Valid driver's license; ability to respond to after-hours emergencies as needed
- Certifications such as Class C Water Distribution Operator License (as required by TCEQ) preferred
- Excellent communication and leadership skills

Preferred Qualifications

- Prior experience in water utility or construction work
- Knowledge of water distribution systems and underground utilities
- Class C Distribution is desired or ability to obtain
- Trench Safety and/or Confined Space Entry
- Bilingual (English/Spanish) is a plus

What We Offer

- Competitive salary based on experience
- Health, dental, and vision insurance
- Retirement benefits (e.g., 401a/457 plans)
- Paid vacation, sick leave, holidays, and uniforms
- Training and development opportunities
- Meaningful work serving your local community

How to Apply

Submit your application to office@caddobasin.com or clerk@caddobasin.com. Applications will be reviewed on a rolling basis. Caddo Basin SUD is an Equal Opportunity Employer and encourages all qualified individuals to apply.

Wage (upon leaving): Reason for leaving:

Personal Reference:

Name: _____ Position: _____ Company: _____

Address: _____

Phone: () _____ Email Address: _____

Relationship: _____

Personal Reference:

Name: _____ Position: _____ Company: _____

Address: _____

Phone: () _____ Email Address: _____

Relationship: _____

Professional Reference:

Name: _____ Position: _____ Company: _____

Address: _____

Phone: () _____ Email Address: _____

Relationship: _____

Professional Reference:

Name: _____ Position: _____ Company: _____

Address: _____

Phone: () _____ Email Address: _____

Relationship: _____

Education

	Name	Location	Degree/diploma	Did you graduate?
High School:	_____			

College:	_____			
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Graduate School:	_____			
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Business/trade:	_____			
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Skills (Please list special skills and equipment you can operate.) _____

Certification and Agreement (Read carefully and sign.)

I certify that all information given on this application and accompanying documents is true and correct. My signature below authorizes Caddo Basin SUD to make investigations. My signature indicates my awareness that false statements or failures to disclose certain information may be sufficient to disqualify me for employment, or, if employed, may be grounds for my immediate dismissal. This application will be active for up to 30 days.

I understand that neither this form nor statements by representatives of Caddo Basin SUD constitutes an employment contract. I further understand that filling out this form does not indicate there is a position open and does not obligate Caddo Basin SUD to hire. If hired, I agree to abide by all Caddo Basin SUD work rules, policies and procedures. Caddo Basin SUD retains the right to revise its policies or procedures, in whole or in part, at any time.

I understand if I am considered for employment I agree to submit to a drivers license and insurance verification and a drug and alcohol test before employment begins.

Date: _____ Signature: _____