

RED RIVER AUTHORITY OF TEXAS

JOB DESCRIPTION

Area Supervisor

GENERAL DESCRIPTION

Performs responsible supervisory and technical work in the Utility Division, overseeing the daily operations of a defined service area that includes multiple water systems. This position provides direct supervision to assigned Utility Operators and ensures the safe, efficient, and compliant operation and maintenance of water/wastewater distribution and collection systems and associated facilities. The Area Supervisor serves as the first-line supervisor for Utility Operators. Work is performed under the general supervision of the Regional Manager with latitude for independent judgment within established Authority policies, procedures, and regulatory requirements. The operator is required to reside within the assigned geographical area, as centrally located to the principal demand center.

ASSIGNED DUTIES

- Plans, assigns, and reviews the daily work of assigned Utility Operators within the defined service area.
- Provides direct supervision, guidance, and technical direction to assigned operators to ensure compliance with Authority policies, safety requirements, and regulatory standards.
- Prepares and drafts permit applications and customer cost estimates, including detailed quotes for service connections and line extension projects, ensuring accuracy and compliance with applicable regulations and standards.
- Oversees the operation, monitoring, sampling, and maintenance of water and wastewater distribution and collection systems, pump stations, storage facilities, and related infrastructure within the assigned area.
- Assists with and oversees routine inspections, operational checks, and system adjustments performed by assigned operators.
- Reviews operational logs, sampling results, maintenance records, and required documentation for accuracy, completeness, and timely submission.
- Assists with troubleshooting operational issues and coordinates corrective actions with operators, maintenance staff, or management as appropriate.
- Responds to service calls, customer concerns, alarms, and emergency situations within the assigned area, including participation in after-hours and on-call rotations.
- Analyzes operational data, trends, and system performance to identify and correct irregular operating conditions.
- Performs advanced operational inspections and system adjustments within established procedures.
- Assists with investigation and response to water quality concerns and system performance issues.
- Evaluates the performance of assigned Utility Operators and prepares written performance evaluations in accordance with the Administrative Policy and Procedure Manual.
- Assists the Regional Manager with identifying training needs and coordinating required certifications and continuing education for assigned staff.
- Ensures assigned personnel comply with all safety regulations, policies, and procedures; promotes a culture of safety.
- Maintains a working knowledge of Authority policies, the General Specifications Manual, and applicable state and federal regulations.
- Works cooperatively with all Authority personnel to ensure system reliability and regulatory compliance.
- Performs various other duties as may be assigned, either temporary or permanent.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to lead and supervise utility operations personnel in a field environment.
- Advanced knowledge of water/wastewater distribution and collection operations and associated equipment.
- Ability to read and interpret complex technical manuals, specifications, system maps, and regulatory requirements.
- Ability to plan, assign, and evaluate work effectively.
- Ability to prepare and review reports, logs, and documentation with accuracy.
- Ability to perform advanced operational calculations, testing, and troubleshooting.
- Ability to communicate clearly and professionally with supervisors, coworkers, contractors, and the public.
- Ability to work under all weather conditions with exposure to chemicals and operational hazards.
- Ability to perform physical labor, including lifting up to approximately 60 pounds and working on uneven terrain.

EXPERIENCE AND EDUCATION

- High school diploma or GED required.
- Minimum of three (3) years of progressively responsible experience in water distribution, wastewater collection, or utility operations required.
- Prior experience in a lead or supervisory capacity is preferred.
- Valid Texas Driver's License required.
- Must possess and maintain, at a minimum, a TCEQ-issued Class C Water/Wastewater Operator License appropriate for the classification of the systems assigned.

PHYSICAL REQUIREMENTS

- Ability to stand, walk, climb ladders, bend, kneel, and work on uneven or rough terrain.
- Ability to lift, carry, and maneuver tools and materials weighing up to approximately 60 pounds.
- Ability to wear required personal protective equipment and safely perform assigned duties.

WORKING CONDITIONS

- Work is performed indoors and outdoors in varying weather conditions.
- Exposure to noise, traffic, chemicals, confined spaces, and other hazards typical of utility operations.
- Position may be designated as essential personnel during emergencies or severe weather events.

GENERAL INFORMATION:

Opening Date:	February 17, 2026	Position:	Area Supervisor
Closing Date:	March 17, 2026	Monthly Salary:	Based on qualifications
Work Location:	Childress, TX	GS Code:	Based on qualifications
Excellent Benefits Package Available			

To apply for this position, please submit a completed State of Texas Application to info@rra.texas.gov, fax to (940) 723-8531, or mail to P.O. Box 240, Wichita Falls, TX 76307. Applications can also be delivered to 3000 Hammon Road, Wichita Falls, Texas 76310. Additional information on the Red River Authority of Texas can be found at www.rra.texas.gov.