

WATER OPERATORS

Reporting:

Reports directly to the General Manager

Position Qualifications:

Education: Position requires a high school diploma, GED, or greater

Professional:

- A valid Texas Driver's license
- Must be insurable under the Corporation's vehicle liability issuance policy
- Possess a Texas "C" Ground Water License or obtain within two (2) years of employment
- Two (2) years of actual experience in operational and field in the water profession
- Posses a Texas Customer Service Inspector License or obtain with two (2) years of employment
- Must be able to read and understand engineer drawings and infrastructure mapping
- Familiar with TCEQ regulations regarding ground water treatment process and control

Job Responsibilities:

- Manage the Corporation's water facilities and provide oversight of the field operations
- Excellent communication skills
- Ensure compliance with all local, state, and federal regulations
- Computer skills regarding data entry in Excel spreadsheets and Word processing
- Respond to customer concerns
- Must be able to respond and assist in emergency call outs
- Provide oral and written reports as required
- Must be able to lift 50 lbs. unassisted
- Must be able to perform manual labor tasks involving bending, stooping, twisting
- Must be able work under all weather conditions
- Accountable for tools, parts, and material supplies in inventory
- Responsible for re-ordering of tools, parts, and material supplies to insure inventory is adequate
- Responsible for conducting annual inventory audit
- Responsible for executing and tracking of line locates requested by staffing or Dig Tess
- Participate in daily water operational activities and insure safety, maintenance, and make sure monitoring procedures are adhered to
- Read, service, and repair water meters
- Perform routine service order duties to connect, disconnect, remove, or install service for customers
- Assist in water repairs
- Read meters on an assigned route using a drive by satellite system; or manually when needed
- Perform water turn-on and cut-offs
- Perform routine service order duties to connect, disconnect, remove, or install service for customers

Duties:

Administrative:

- Conduct and document routine meetings, if needed
- Review work order reports, completed, and open
- Provide reports for the monthly Board Meeting and to the General Manager as requested
- Record and file all necessary records/reports to be compliant with Federal, State, and County agencies governing and enforcing regulations of water utilities

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- Attend Board Meetings as requested
- Report noncompliant or potential compliance issues immediately to the General Manager
- Report safety, equipment, and construction issues immediately to the General Manager
- Update infrastructure maps as improvement and line extensions are completed

Operations

- Perform off-hour emergency duty as required
- Perform other duties or assignments as requested
- Assist in the unloading of deliveries and verify count of received material
- Assist in maintenance, operations, and general grounds keeping of the office building, pump station, tower sites, and wells
- Operate and maintain assigned vehicles in a safe and orderly manner
- Perform other job-related duties as required
- Perform disconnects and reconnects for non-payment or returned check customers
- General Maintenance
- Repair, service, and replace customer water meters under the meter change out program