



JOB DESCRIPTION: Operator 1

JOB TYPE: Full Time

PAY RANGE: \$16.00 - \$25.00

FLSA: Non-Exempt

CATEGORY: Technical

JOB TITLE: Operator

OBJECTIVE: Perform general utility work to support various phases of the Utility Department operations and other related work as required.

ORGANIZATIONAL RELATIONSHIPS:

1. Reports to: Director of Utilities
2. Directs: None
3. Other: City Secretary, Utility Clerk, City Staff and the General Public.

GENERAL STATEMENT OF DUTIES:

Under general supervision, performs various routine and repetitive tasks to construct, repair, and maintain the Cities water distribution, wastewater collection systems, and other water and sewer utility operations, parks, streets, storm drains and related facilities; and performs related work as assigned.

Essential Job Functions:

1. Constructs, maintains and replaces water or sewer mains and/or service lines; inspects, diagnoses, and repairs failures in water and sewer mains; operates various construction equipment; builds and adjusts manholes and clean-outs; installs and repairs fire hydrants and valves; prepares trenches; rods and cleans sewer lines; excavates water and sewer mains and services, exposing them for repair.
2. Excavates trenches and ditches for the installation of new mains and/or service lines.
3. Operates sewer cleaning equipment, as needed, to clean mains, services, manholes and spills.
4. Disassembles, cleans, repairs, replaces, and test defective or worn parts on water meters.
5. Maintains water leaks and sewer lines; installs and changes water meters and pit pads; and performs other water distribution, production, and collection tasks.
6. Operates various light to heavy construction equipment and tools to include tractors, backhoes, dump trucks, sewer machine, jack hammers, water main tapping machine, air compressors, trailers, compactors, weed-eaters, augers, tillers, welders, cut off saws, vehicles, and power and hand held tools.

7. Works safely when working in close proximity to high speed vehicle traffic areas; along medians, right of ways, etc.
8. Conducts daily inspections and preventative maintenance measures of vehicles, equipment's, and tools such as washing, checking safe and proper operation, and servicing; checking fluid levels lubrication, point check, tire pressure check, cleaning filters and screens, cleaning of wind shields; insure road worthiness by checking the operation and presence of all lights, horns, braking systems, wipers, road hazard equipment, securing loads and other items required by the Dept. of Transportation before allowing equipment onto public roads.
9. Identifies and informs supervisor of potential hazards, liability exposures, problem areas, public inquiries of the general public, and the status of work activities.
10. Flush water lines and fire hydrants.
11. Connect and disconnects water and sewer services.
12. Respond to complaints regarding low water pressure.
13. Locate leaks in water and wastewater lines.
14. Respond to emergency service calls as required; remains on call after hours a minimum of one week per month. The employee may be required to work overtime or comp time with little, or no notice at any hour or day of the year, as needed.
15. Fill out and completes paperwork, forms, and work orders for assigned duties.
16. Adheres to operation and maintenance of a variety of safety-related equipment according the City safety procedures.
17. Perform labor intensive work and other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Must possess required knowledge, skills, abilities, and experience and be able to explain and demonstrate, with or without reasonable accommodation, that the essential functions of the job can be performed.
2. Knowledge of the safety policies and procedures pertaining to the repair and maintenance of water and sewer mains and lines.
3. Knowledge of methods and practices of maintaining and repairing water and sewer mains and lines.
4. Skill in the use of such tools as a backhoe, sewer jet, chop saw and various hand tools.
5. Skill in the construction, maintenance, and repair of water and sewer lines and mains.
6. Skill in reading and interpreting maps, plans and drawings.
7. Skill in oral and written communication.

ACCEPTABLE EXPERIENCE AND TRAINING:

1. Must be at least 18 years of age.
2. High school diploma/GED or equivalent work experience.
3. Related utility operation or equipment operation work experience is preferred.
4. Must have a valid Texas Class "B" Driver's License, and driving record must be in compliance with Cities policy.
5. Must be bondable
6. Require a class "C" Ground Water License from TCEQ or class "C" wastewater license or equivalent with 1 year experience. Must be skilled in operating heavy to light construction equipment, vehicles, small power tools and equipment in a safe and proper

manner. Must be able to exercise good judgment; make competent decisions; handle multiple projects; meet deadlines; and work well under pressure and stress.

7. To perform the essential functions of the job, must be able to talk, read, see, walk, and hear; operate maintenance equipment; follow oral and written directives; perform strenuous physical activities to include, exerting up to 100 lbs of pressure, lifting heavy objects, shoveling, crawling, bending, kneeling, climbing on and off equipment, and operating vibrating equipment.
8. Must also have good hand, foot, & eye coordination to operate equipment; able to lift up to 100 lbs of equipment several times a day; work indoors, underground, outdoors, in confined spaces, in trenches, on level, slippery, sloping, unstable and muddy terrain, and under constantly noisy conditions; and work in adverse environmental conditions to include inclement weather such as rain, sleet, snow, heat, sun exposure, dust/mist; hazardous conditions such as street traffic; and exposure to insects, noxious plants, and snakes.
9. Must work extensive hours and respond within 30 minutes to an on-call or emergency callback, as required.
10. Must live with a thirty (30) minute travel time from workstation or be able to meet this requirement within six (6) months of employment.