

CITY OF SHENANDOAH, TEXAS - Job Description

February 2015

JD No. 50-02

Identification

Position Title: Water/Wastewater Operator
Department: Public Works (Water/Wastewater Utility Division)
Supervises: None
Immediate Supervisor: Chief Operator
FLSA: Non-Exempt
Pay Grade: H-4

Job Summary:

Performs skilled work in the maintenance of public facilities; Does related work as required. Work is performed under the regular supervision of the Chief Operator.

Principal Duties & Responsibilities:

- Repairs and maintains electrical, plumbing, and mechanical equipment and systems, prepares equipment and systems for general use
- Maintains time and material records
- Obtains quotes/estimates for necessary equipment and supplies under general parameters established by the department and City of Shenandoah prior to requesting requisitions for purchases
- Responsible for normal operation of ground water production, wastewater treatment, collection system, and distribution system
- Performs related tasks as requires and assigned

Required Knowledge, Skills, and Abilities:

The ability to learn and apply the practices and procedures of the applicable TCEQ rules and regulations, OSHA and other related rules and regulations; Ability to keep records; Ability to establish and maintain effective working relationships with associates and the general public.

Machines, Tools, Equipment, and Work Aides:

Operates commercial vehicles, tractors, small hand tools and any additional maintenance/office equipment as required.

Education, Certification, & Experience Required:

Must have combination of education and experience equivalent to graduation from high school and or GED. Possession of an appropriate State of Texas issued driver's license. Must be able to attain and maintain the appropriate TCEQ certification within twelve months of start of employment.

Physical and Environmental Conditions:

Duties are generally performed citywide in both indoor and outdoor settings. This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; Work requires climbing, stooping, kneeling, crouching, standing, walking, pushing, and pulling; Vocal communication is required for expressing the exchange of ideas by means of the spoken word; Hearing is required to perceive information at normal spoken word levels; Visual acuity is required for depth perception, color perception, use of meaning devices, operation

of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; This position is subject to outside environmental conditions, extreme cold, extreme heat, hazards, and atmospheric conditions.

Special Requirements:

No DWI or drug related convictions. Subject to work on weekends. At times will be on call 24 hours a day, 7 days a week.

This job description is not an employment agreement or contract. The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. Due to major duty changes, technology and service demands and other events, the City of Shenandoah has the exclusive right to alter this job description at any time. In the event your job description changes you will be notified and provided a copy for your signature.

Signature/Approval:

Employee

Date

Department Director/Supervisor

Date