



CITY OF INGLESIDE JOB DESCRIPTION

Water Operator I

Department:	Water
FLSA Status:	Non-Exempt
Effective Date:	05/13/2020
Pay Grade:	5

POSITION SUMMARY

Performs intermediate technical work installing, repairing, and maintaining water meters, lines, pumps, and motors; reading utility meters and recording reading manually or with automatic recorder; connecting and disconnecting utility services; and related work as apparent or assigned. Work is performed under the limited supervision of the Water Superintendent.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs the functions and responsibilities of Water Laborer
- Installs, maintains, and repairs water lines, services, meters, meter boxes, valves, water taps, fire hydrants, etc.
- Replaces and repairs services lines; assists in water and sewer line extension and new installation.
- Collects water samples for laboratory testing and performs minor testing for bacteria, nitrate, nitrite, monochloramine, free and total chlorine, and ammonia levels.
- Performs checks on meters, visible plumbing, and connections to determine if they are correctly installed and functioning properly, reports defects or leaks and meters not accessible for reading.
- Sprays and spreads pesticides in and around meter boxes and meter access area, as necessary.
- Fire hydrant installation, testing, and maintenance.
- Water pump stations and water storage facilities maintenance and repair.
- Wastewater line installation, taps, repair, and replacement.
- Monitors SCADA systems.
- Prepare water loss reports.
- Document materials used and actions taken to complete task orders.
- Regular upkeep and maintenance of the vehicles, equipment, and tools used.
- Prepares and maintains records of work performed.
- Assist with other departments maintenance work as needed or required.
- Performs the functions and responsibilities of a Water Laborer.
- Complete assigned health and safety courses to create a safe work environment

SUPERVISION RECEIVED AND EXERCISED

- Limited supervision
- Under the direction of the Water Superintendent

EDUCATION AND EXPERIENCE REQUIREMENTS

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- **Education** – High School Diploma or GED
- **Experience** – Minimal experience in a water utility organization
- **License or Certificate** – Valid driver's license in the State of Texas (Class C required; Class B preferred). Must have a Texas Commission on Environmental Quality (TCEQ) Class D Water License and at least 1 year of experience.
- **Special Requirements** – Must maintain the TCEQ Class D Water license, and must obtain TCEQ Class C Water license within three years

Required Education:	High School Diploma/GED
Required Experience:	Minimal
Combination OK?	Yes
License or Certificate:	Valid Texas DL

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Thorough knowledge of the occupational hazards connected with the work and the safety precautions to be taken.
- Thorough knowledge of utility billing terminology, methods, and procedures.
- General knowledge of utility billing systems constituent parts.
- General knowledge of the methods and procedures involved in the reading of meters and recording consumption.
- General knowledge of the geography and street locations of the City.
- Skill in the use of personal computers, associated software packages, hardware, and peripheral equipment.
- Ability to understand and follow oral and written directions.
- Ability to deal with customers with tact, diplomacy, and firmness.
- Ability to maintain records.
- Ability to write legibly.
- Ability to work independently.
- Ability to operate machinery and equipment.
- Ability to establish and maintain effective working relationships with associates and the public.

Admin.:	Memos, letters, and reports
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PHYSICAL DEMANDS

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions

- This work requires the regular exertion of up to 10 pounds of force and occasional exertion of up to 50 pounds of force.
- Work regularly requires using hands to finger, handle, or feel; reaching with hands and arms; frequently requires standing, walking, stooping, kneeling, crouching or crawling, lifting, and repetitive motions; and occasionally requires sitting, climbing or balancing, smelling, pushing, or pulling.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound.
- Work requires operating motor vehicles or equipment and observing general surroundings and activities.
- Work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, and assembly or fabrication of parts within arm's length.
- Work occasionally requires exposure to outdoor weather conditions, exposure to toxic or caustic chemicals, exposure to fumes and airborne particles, or exposure to bloodborne pathogens, and may require the use of specialized personal protective equipment.
- Work occasionally requires working near moving mechanical parts, and working in high, precarious places.
- Work is generally in a moderately noisy location (e.g. on or near noisy equipment).

Weight:	10-50 lbs.
Environment:	Mod. Noisy
Physical Activity:	Heavy

Personnel and Policy Handbook section 3-C

“all new employees are required to complete the FEMA IS-100, IS-200, and IS-700 within the first six (6) months of employment. All supervisors and managers are also required to complete the FEMA IS-300 and IS-400 within six (6) months of holding position.”

Note: The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position. Nothing in this job description restricts management's right to assign duties and responsibilities to this job at any time. The omission of specific job duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment contract and is subject to change as the needs of the employer and requirements of the job change.

Employee Signature

Date