

## WATER UTILITIES OPERATOR

Department: Water & Sewer Utilities  
Title: Laborer  
Classification: Non-Exempt/Full-Time  
Supervisor: Water Utilities Supervisor

### Position Summary:

Operators perform a variety of semi-skilled and skilled technical and maintenance work in the operation, maintenance and repair of water and wastewater systems.

### Duties and Responsibilities:

- Performs required labor involved in construction and maintenance projects as part of a crew, pavement cutting, ditch digging, line cleaning, main and pipe repair, laying and backfilling.
- Determines the locations of water lines from the appropriate sources prior to excavation.
- Responds to complaints regarding water leaks, pressure loss or no water; evaluates situation.
- Contact residents and business owners in the area where services will be disrupted and explain when services will be shut off and how soon they will be turned back on.
- Ensures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.
- Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment.
- Performs all duties in conformance to appropriate safety and security standards.
- Make water service connections to water mains, including line tapping and valve installation.
- Cuts, fits, lays, repairs, taps, cleans, and flushes water mains, pipe, gates, and fittings on repair of mains and services and installation of services, fire hydrants and assists in shutting off broken sections of water mains.
- Operates a variety of power construction and maintenance equipment used in the water department.
- Assist in the receiving and shipping of inventory into and out of the company warehouse.
- Create inventory reports.
- While performing the duties of this job, the employee regularly works in outside weather conditions. The employee works a forty (40) hour work week along with a rotating weekend (on-call) schedule.
- All other duties as assigned.

Required Knowledge, Skills, and Abilities:

- Working knowledge of equipment, facilities, materials, methods, and procedures used in operation activities; ability to work safely.
- ability to communicate effectively verbally and in writing.
- ability to establish and maintain effective working relationships with employees, other departments, and the public.
- ability to understand and carry out written and oral instructions.
- The employee frequently is required to stand, stoop, kneel, crouch or crawl.
- The employee must occasionally lift and/or move up to 100 pounds.
- Basic computer skills and Excel knowledge

Candidate must have a High School diploma or GED; 3 years of Public Works experience (preferred); Water License (C or D) or must be willing to obtain a license within one year of hire; valid Texas driver's license