

## **Position Title: Water/Wastewater Administrative Operator**

### **Job Summary:**

Performs a variety of administrative and skilled duties in the inspection, installation, maintenance, and repair of water/wastewater system facilities; provides lead level assistance and direction for other operators performing maintenance and general tasks related to the water distribution system; and performs a variety of administrative tasks relative to the assigned area of responsibility.

**Essential Duties and Responsibilities:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Routine operation and maintenance of water and wastewater facilities including treatment, processes, facility repairs, compliance sampling and testing, and repairs in the distribution or collection area such as, but not limited to:
  - o Locate, inspect, and repair broken water and wastewater mains and service lines.
  - o Assist in the installation and/or repair of water meters, meter boxes, and associated devices.
  - o Locate, identify, and mark water/wastewater lines, including valves and blow-offs.
  - o Locate, identify, and repair inflow and infiltration in the system.
- Respond to emergency water cut-offs and activations, water main leaks or breaks, and locate source of emergency; set up locates for repair.
- Evaluate and check maintenance work being performed; provide expertise to solve problems and address issues and challenging system maintenance situations.
- Perform service cut-offs and restore service upon office request.
- Distribute door notices or related information to people affected by repair and maintenance operations, answer questions as appropriate from the public.
- Ensure all maintenance is completed in a timely and efficient manner while adhering to safety compliance standards, protocols, and procedures.
- Maintain accurate records and logs of work performed including service orders, and accounting for time and materials used on various jobs.
- Order parts and inventory and ensure District is outfitted with necessary parts and equipment.
- Operate backhoe or front-end loader to install water and sewer taps and repair water mains; perform ground excavation work such as boring under the road.
- Managerial tasks such as compiling data for monthly operating reports, oversight of the other operators and non-licensed workers, coordinating with Office Supervisor and collaborate with consultants to make decisions regarding plant upgrades, construction, and installation of plant modifications.
- Perform related duties as assigned.

### **Required Knowledge, Skills, and Abilities:**

- Federal, state, and local environmental laws and ordinances and the ability to apply current information to given situations.
- Principle and processes for providing customer and personal services including a desire to help customers regardless of their circumstance.
- Ability to perform all work in accordance with established safety policies and procedures, including OSHA regulations relating to trench shoring and working in confined spaces.
- Ability to work an irregular schedule, including weekends, evenings, and holidays.
- Strong working knowledge of line maintenance, valves, meters, chemicals, controls, and other treatment procedures.

**Education, Certifications, and Experience Required:** The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education

- High School Diploma or GED to meet basic requirements established by the Texas Commission on Environmental Quality (TCEQ).

Experience

- Five (5) years of experience in water/sewer utilities maintenance or acceptable work experience substitute as established by the Texas Commission on Environmental Quality (TCEQ).

Certificates, Licenses, Registrations

- Valid Texas driver's license and clean driving record
- Class B TCEQ Water License, or the ability to obtain within 6 months after hire.
- Class B TCEQ Wastewater License, or the ability to obtain within 6 months after hire.
- Must be able to pass a background check and drug screening.

**Equipment & Property:** Employee must use a wide variety of manual and power tools and equipment which includes specialized leak detection equipment, line tracers and others. In addition, office equipment such as computers, copiers and printers are used.

**Physical and Environmental Conditions:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Duties are performed in both indoor and outdoor settings. This is medium to heavy work requiring the exertion of sixty (60) pounds of force occasionally, up to twenty (20) pounds of force frequently, and up to ten (10) pounds of force constantly to move, lift, and push objects. Work requires climbing, stooping, kneeling, crouching, standing, walking, pushing, and pulling. This position is subject to outside environmental conditions, including extreme cold, extreme heat, hazards, and other atmospheric conditions.

**Special Requirements:**

Subject to 24-hour on-call as required, serve on a rotation duty schedule for weekend duty and night callouts, and required to respond to emergency callouts.

*Disclaimer:*

*The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. The District Board of Directors have sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.*

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