

Borden County Water Department

Job Description

Title

Water System Operator I; Entry level position.

Job Summary

Under general supervision, performs skilled work in the operation of a public water supply to include treatment systems, storage, distribution systems, and water quality assurance. Operate various tools and backhoe.

Job Specific Duties and Responsibilities

Essential functions include, but are not limited to, the following:

- Operates, monitors and maintains water treatment systems. To include arsenic and fluoride remediation and disinfection systems. Maintains records on all treatment processes;
- Monitors storage facility water levels. Inspects water storage tanks and document results;
- Inspect water distribution system. To include fire hydrant and main line valve operation and maintenance. Repair system leaks, water main construction and replacement;
- Install, replace and repair water meters. Tap main line for new installations;
- Read water meters and record usage;
- Collect water samples to check for proper disinfection, water quality, lead and copper as required by TCEQ. Documenting results of all testing and reporting to TCEQ as required;
- Collecting and entering data into the computer system. Preparing reports and maintaining files to include work orders and inventory;
- Provide information to customers, maintains good public relations and notifies customers as required;
- Work outside of normal work hours as necessary to include weekends and holidays;
- Operates assigned vehicles and equipment in a skillful and safe manner; inspect and fuel vehicles; reports need for repairs and service; performs basic service on vehicles and equipment; maintain a variety of hand tools and equipment related to work assignments;
- Operates computers, copiers and other office equipment;
- Performs duties in a professional manner and adheres to safe work practices;
- Performs other duties as assigned.

Knowledge of:

- General plumbing and electrical knowledge desired;
- Math calculations;
- Safe work practices;
- Basic computer skills;

Ability to:

- Accurately read gauges and test equipment;
- Maintain and prepare a variety of accurate written and computerized records and reports;
- Perform routine water quality tests and adjust treatment and disinfection equipment;
- Detect malfunctions in equipment;
- Learn and perform skilled water treatment and distribution system operation work;
- Read and understand maps, blueprints and schematics;
- Calculate chemical dosages, volumes, flow rates, etc. using water system math;

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- Understand and follow oral and written instructions;
- Communicate clearly and concisely, both orally and in writing.

Education and Experience

- High school graduate or equivalent;
- Experience in water systems preferred.

Licenses, Certificates, and Special Requirements

- Possession of, or the ability to obtain, a Class A CDL Texas driver's license within three months of employment;
- Possession of, or the ability to obtain, a Class D Water Operator's license (groundwater) within the first year of employment;
- Ability to obtain various other licenses and certifications as required.

Physical Demands and Work Environment

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Employees may be required to wear and/or use personal protective and other safety equipment.

While performing duties of this job, the employee is regularly required to stand and walk; use hands and fingers to grasp and feel; reach with hands and arms; drive; climb or balance; stoop, kneel, crouch, or crawl; and talk and hear. The employee must regularly lift and or move up to 25 pounds and occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close. Distance, color, and peripheral vision; depth perception; and the ability to adjust focus.

Work Environment

- Employee regularly: works outdoors, exposed to the sun, temperatures above 90 degrees, and other weather conditions; travels in a county vehicle; exposed to hazardous materials.
- Employee frequently: gets part of body and/or clothing wet; works in or around areas with major amounts of dust and common allergy-causing agents.
- Employee occasionally: works on slippery surfaces; works in confined or cramped positions; exposed to unusually loud sounds. Some work done more than 15 feet above the ground. Potential electrical shock exposure.