



JOB DESCRIPTION

Maintenance Operator II

FLSA STATUS: Non-Exempt **GRADE:** 3
REPORTS TO: Chief Operator
DIVISION: Calhoun County Rural Water System
WORK LOCATION: Port Lavaca, Texas

SUMMARY

The Maintenance Operator II is responsible for assisting in the operation and maintenance of the pumping equipment, storage facilities, tools and equipment, and distribution network of the Rural Water System and the Crestview Wastewater System.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Keep a working knowledge of the Authority's mission and policies as they relate to the Rural Water System.
- Perform organizational maintenance and general repair work, under the direction of the Chief Operator, to pumping equipment, storage facilities, the distribution and collection system, rolling stock (including heavy equipment) and small tools and equipment.
- Perform building and grounds maintenance at all stations and the stock building.
- Maintaining an inventory of all tools and equipment under the direction of the Chief Operator.
- Report any significant problems or activities to the Chief Operator.
- Assist in preparation for emergency operations.
- Becoming familiar with and assist the Chief Operator with the maintenance records of the Rural Water System.
- Repair leaks and answer customer complaints in a timely manner.
- Clean and organize the service vehicles as required but not less than once per week.
- Assist the Chief Operator in performing routine duties such as meter installations and replacements, leak repair, exercising of valves, flushing waterlines, collection system repairs and operating the pump stations and wastewater treatment plant.
- Assist in the setting of meters and other budgeted or required work.
- Safeguard all Rural Water facilities and property.
- Respond courteously to customers to answer questions or resolve customer complaints.
- Monitor the SCADA system to identify problems and check status; report any problems to the Chief Operator or Water Treatment Plant Chief Operator.

- Perform any rough fabrication, welding or cutting work, soldering, sandblasting, and painting, minor body repair, general carpentry, and other repair work as needed.
- Being available during off-duty hours and on-call on a rotating schedule as instructed by the Chief Operator.
- Collect samples and check disinfectant residuals.
- Perform all work in a safe and thoughtful manner. Follow all requirements of the GBRA Safety Manual; notify a supervisor immediately in case of an accident.
- Perform other duties as assigned.

KNOWLEDGE/SKILLS/ABILITIES

- Work weekends and nights when needed and respond with minimum delay to callouts and emergencies.
- Operate gas, electric, hydraulic, and hand tools with both hands.
- Possess basic computer skills including Microsoft Word, Excel and Outlook.
- The permanent residence of all Calhoun County Rural Water System employees must be such that roadway travel time from home to reporting station takes no more than 45 minutes. This response time must be achieved without violating traffic laws.

EDUCATION

High School Diploma or GED

REGISTRATIONS/LICENSES

1. Class A Commercial Driver's License, or must attain within six months.
2. Acceptable M.V.R.
3. Must possess either "C" Water Distribution or "C" Wastewater Treatment license.
4. Must possess both "C" Water Distribution and "C" Wastewater Treatment license within three (3) years.
5. Attain a "CSI" (Customer Service Inspector) License from TCEQ within three (3) years of employment.

EXPERIENCE

None required but some experience in a utility, service or construction work is desirable.

MANAGERIAL RESPONSIBILITIES

No.

PHYSICAL DEMANDS

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work at elevated levels of over 50 feet on platforms, roofs, suspension bridges, etc. Climb up and down vertical ladders up to 20 feet in height. Repeatedly lift, load, and unload up to 50 pounds. Respond to

visual and audible alarms. Wear personal protection equipment as outlined in the employee Safety Manual such as a self-contained breathing apparatus (SCBA). Enter and work in confined spaces, as defined by OSHA. Perform basic first aid and CPR. Employees must wear protective footwear in compliance with ANSI or ASTM standard. New employees must provide protective footwear in compliance with ANSI or ASTM standard. Replacement footwear is provided annually for qualifying employees.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ACKNOWLEDGEMENTS

Employee Signature

Date

Supervisor Signature

Date

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Management retains the right to add or to change duties, education/experience/skills requirement of the position at any time.