



JOB DESCRIPTION

Operator II- Distribution

FLSA STATUS: Non-Exempt **GRADE:** 3
REPORTS TO: Chief Operator Western Canyon, Distribution
DIVISION: Western Canyon
WORK LOCATION: 4775 South Cranes Mill Rd, Canyon Lake, Texas 78132
EFFECTIVE DATE: 10/2018

SUMMARY

The Operator II is responsible for the safe and efficient operation and maintenance of the water and wastewater facilities of the Western Canyon Division, including distribution and collection systems, pump stations, and storage facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Keep a working knowledge of the Authority's mission and policies as they relate to the Western Canyon Division.
- Meeting the permit requirements as established by the Environmental Protection Agency and the Texas Commission on Environmental Quality (TCEQ).
- Under the direction of the Chief Operator:
 - Operate pump stations and wastewater treatment plants.
 - Collect samples and perform routine process control tests.
 - Completing in an accurate, legible manner all operational logs, laboratory and process control worksheets.
 - Monitor the SCADA system to identify problems and check status; report any problems to the Chief Operator or Water Treatment Plant Chief Operator.
 - Read, install, and replace water meters.
 - Repair leaks and respond to customer complaints in a timely manner.
 - Assist in emergency repairs and operations.
 - Perform maintenance and general repair work to pumping equipment, storage facilities, the distribution and collection systems, rolling stock (including heavy equipment), and small tools and equipment.
 - Perform building and grounds maintenance at all locations.
 - Maintain an inventory of all tools and equipment.
 - Assist with the maintenance records of the many facilities throughout the Western Canyon Division.
 - Clean and organize service vehicles as required but not less than once per week.
 - Safeguard all facilities and property.

- Perform any rough fabrication, welding or cutting work, soldering, sandblasting, and painting, minor body repair, general carpentry, and other repair work as needed.
- Report any problems and activities to the Chief Operator.
- Follow all requirements of the GBRA Safety Manual.
 - Perform all work in a safe and thoughtful manner.
 - Notify a supervisor immediately in event of an accident.
- Perform other duties as assigned.

KNOWLEDGE/SKILLS/ABILITIES

- Work hours other than Monday – Friday, 8:00 AM – 5:00 PM
- Subject to on-call duties as scheduled by the Chief Operator.
- Respond to emergencies during off-duty hours.
- Safely operate gas, electric, hydraulic, and hand tools.
- Read and write English.
- Read and understand highly technical information in small print (such as Safety Data Sheets and wastewater discharge permits).
- Perform basic math skills.
- Read analog and digital indicators.
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- Possess basic computer skills including Microsoft Word, Excel, and Outlook.
- The permanent residence must be such that travel time to the Western Canyon water treatment plant is no more than 45 minutes without violating traffic laws.

EDUCATION

High School Diploma or GED

REGISTRATIONS/LICENSES

1. Valid driver's license as issued by the State of Texas.
2. Ability to remain insurable under GBRA’s vehicle liability policy.
3. Occupational licenses as issued by the State of Texas
 - a. Class D water operator license.
 - b. Class D wastewater operator license.
 - c. Class C Groundwater operator license within 18 months of employment.
 - d. Class C Wastewater operator license within 18 month of employment.
 - e. Customer Service Inspector license within two years of employment.

EXPERIENCE

None required.

Experience in utility operations and maintenance, customer service, or construction is desirable.

MANAGERIAL RESPONSIBILITIES

None.

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 greater than 50 feet on platforms, roofs, bridges, etc. Climb 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 such as safety glasses, protective footwear, self-contained breathing apparatus (SCBA) as outlined in the employee Safety Manual. Safely enter, exit, and work in trenches and confined spaces. 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

Approximately 75 to 90 percent of work outdoors. Occasional travel to attend training necessary for maintaining licenses and certificates as required. Works with municipal wastewater and bio solids. May be exposed to hazardous chemicals and possible disease-causing bacteria.

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.

TRAVEL

Personal transportation is required to normal work site at which point employee will use vehicles provided by GBRA to perform duties.

Overnight travel mainly limited to meetings and training.

RECIEPT & ACKNOWLEDGEMENT

Employee 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.