



EQUIPMENT OPERATOR POSITION DESCRIPTION

Riverbend Water Resources District (RWRD) is a political subdivision of the state of Texas created as a conservation and reclamation district with the statutory powers and authority to acquire any and all storage capacity in a reservoir or other water sources inside or outside of its district boundaries and to acquire the right to take water from that reservoir or source. The mission of RWRD is to serve as a regional water provider for the development and supply of water resources to the region. This position will provide key support to the on-going mission of RWRD.

GENERAL DESCRIPTION

The Equipment Operator (EO) is responsible for the operation of equipment, including but not limited to, track-hoe, backhoe, trenchers, bore machines, loaders and haul trucks. Operation of dozers, graders and similar heavy equipment is preferred. The EO will have responsibility for coordinating maintenance for RWRD equipment in support of the Utility Systems Maintenance Supervisor. In addition, the EO will work, on occasion, to perform maintenance on other RWRD properties. The EO must operate the equipment safely using best practices and in accordance with RWRD safety procedures. Operator's licenses and certifications may also be required.

PRIMARY RESPONSIBILITIES

- ☐ Report directly to the Utility Systems Maintenance Supervisor;
- ☐ Responsible for the maintenance and upkeep of equipment operated;
- ☐ Train other employees to be responsible for job site and paperwork;
- ☐ Perform equipment maintenance with each use and reports to conditions to maintenance shop;
- ☐ Verify work orders;
- ☐ Respond to emergency calls at all hours;
- ☐ Supervise and perform manual labor utilizing hand tools and heavy equipment as required;
- ☐ Drive and operate company vehicles and equipment;
- ☐ Responsible for conduct, appearance, and performance of maintenance crew;
- ☐ Perform work safely in accordance with departmental safety procedures, operates equipment safely and reports unsafe working conditions or practices to supervisor;
- ☐ Train and assist crew in the installation, repair and maintenance of our distribution and collection systems;

- ☐ Regularly lift up to 10 pounds and occasionally lifts up to 60 pounds;
- ☐ Temporarily perform duties outside of normal classification in event of declared emergency or other exigent circumstances requiring presence of equipment operator. In event that employee is excused from work, other than being sick, he/she will be required to report to work under these circumstances.
- ☐ Perform other related and non-related duties, as assigned.

KNOWLEDGE AND SKILL REQUIREMENTS

- ☐ Possess high school diploma or GED;
- ☐ Possess 5+ years of progressively responsible experience with considerable experience in operating more than one equipment type;
- ☐ Show knowledge of construction techniques in excavation on grade, trenching, pipe installation and repairs;
- ☐ Proficiency in operating and working alongside all equipment safely;
- ☐ Highly desired: prior work experience in water and wastewater line installation and replacement;
- ☐ Preferred: Class C Water Distribution License and/or a CDL A License; and
- ☐ Exhibit the following abilities:
 - Ability to follow oral and written instructions promptly and accurately;
 - Ability to read and follow plans;
 - Ability to work in disagreeable conditions;
 - Ability to perform strenuous physical labor;
 - Ability to work as team leader;
 - Ability to establish and maintain harmonious working relationships; and
 - Ability to complete projects in a timely manner.

LANGUAGE SKILLS AND INTERPERSONAL COMMUNICATION

Requires effective communication skills. Requires ability to write and speak clearly, distinctly and effectively with fellow employees and the general public; to read, speak and write in English and compare similarities and differences between words and series of numbers; to apply common sense understanding to the work process, procedures, programs and services; to provide and follow verbal and written instructions; and to establish and maintain effective working relationships with RWRD officials, RWRD staff, business representatives, and other governmental agencies.

WORK ENVIRONMENT

Work is performed primarily in an outside environment or in industrial plant/shop areas. Duties are often performed under adverse and sometimes hazardous conditions: bending, standing for extended periods of time and walking outside on uneven surfaces, climbing ladders and working in an industrial environment. There is exposure to high equipment noise, chemical fumes, and potential electric and machinery hazards. Field conditions outdoors are varying weather

conditions, with varying low to high equipment noise; walking on changing ground surfaces; and there is some driving in various weather conditions.

SPECIAL REQUIREMENTS

Must take pre-employment and annual physical examinations certifying ability to perform the essential job functions.

Must be a US Citizen, at least 18 years of age, with a minimum high school diploma or GED, and possess a valid driver's license. Subject to background checks and random drug screenings at any time and without notice. Work will be performed upon an active military installation and further background investigations may be required to satisfy DOD requirements. Such investigations and DOD approvals will be a condition of employment.

I have carefully read and understand the contents of this job description and have been given the opportunity to ask my supervisor any questions I have regarding my duties and responsibilities as described therein.

Signature

Date

Riverbend Water Resources District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, RWRD will attempt to provide reasonable accommodations to qualified individuals with disabilities and encourages employees and prospective employees to discuss needed accommodations with the appropriate RWRD representative.



Riverbend

Water Resources District

Riverbend Water Resources District is an equal opportunity employer. Information on this application will be subject to verification. We only hire US Citizens and lawfully authorized alien workers.

Please print in ink or type. The application must be complete to be considered. Please complete each section even if you attach a resume.

Application For Employment

Personal Information

Name:

Address:	City:	State:	Zip Code:
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Phone Number(s):	Email Address:
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Are you legally eligible to work in the US?	SSN	Are you a veteran?
Yes <input type="checkbox"/> No <input type="checkbox"/>	DOB	Yes <input type="checkbox"/> No <input type="checkbox"/>

If selected for employment, are you willing to submit to a background check?

Yes ☐ No ☐

Position

Position you are applying for:	Available start date:	Desired pay:
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Employment desired:

Full-time ☐ Part-time ☐ Seasonal/Temporary ☐

Education / Licensure

School Name	Location	Years Attended	Degree or Certificate Received	Major

References (Business and Professional only)

Name	Title	Company	Phone

Employment History

Employer Name:	Job Title:	Dates Employed:	
Address:	City	State	ZIP
Supervisor's name & office number:	Starting Pay Rate:	Ending Pay Rate:	

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Address:	City	State	ZIP
Supervisor's name & office number:	Starting Pay Rate:	Ending Pay Rate:	

Employer Name:	Job Title:	Dates Employed:	
Address:	City	State	ZIP
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Employer Name:	Job Title:	Dates Employed:	
Address:	City	State	ZIP
Supervisor's name & office number:	Starting Pay Rate:	Ending Pay Rate:	

Relatives:

To your knowledge, do you have any relatives working at this district?

Yes ☐ No ☐

To your knowledge, do you have any relatives serving on the board of this district?

Yes ☐ No ☐

Criminal History:

Have you ever been convicted of a felony or a first-degree misdemeanor?

Yes ☐ No ☐

Have you ever pleaded nolo contendere to a crime which is a felony or to a first-degree misdemeanor, but had adjudication of guilt withheld by courts?

Yes ☐ No ☐

Signature Disclaimer

I am aware that any omissions, falsifications, misstatements, or misrepresentations may disqualify me for employment consideration and if I am hired, may be grounds for termination at a later date.

I understand that any information I give may be investigated as allowed by law, I consent to the release of information about my ability and fitness for employment by employers, schools, law enforcement agencies, and other individuals and organizations to investigators, personnel staff, and other authorized employees of Riverbend Water Resources District for employment purposes. I understand that applications submitted for employment are public records. I certify that, to the best of my knowledge and believe all of the statements contained herein and on any attachments are true, correct and made in good faith.

Name (please print)	Signature:
Date:	

Please email this completed application, your resume, and any additional documentation to Becky Melton, Executive Assistant/HR Manager, at bmelton@rwr.org.