



## **WATER AND WASTEWATER SYSTEMS OPERATOR**

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 Water and Wastewater Systems Operator is responsible for supporting the day-to-day operations, maintenance, performance, and capital program coordination of the water, wastewater and industrial systems.

### **PRIMARY RESPONSIBILITIES**

- Report directly to Water and Wastewater Treatment Supervisor;
- Supervise and participates in chemical and bacteriological examinations of water in various stages of its treatment including determining chemical dosage and application of chemical supply;
- Make special chemical and bacteriological studies for purpose of evaluating and improving upon plant processes;
- Develop and refine laboratory and safety methods and procedures;
- Develops new procedures and Standard Operating Procedures for comprehensive operations manuals;
- Perform unusual or difficult tests by setting up, taking down and cleaning chemical and bacteriological apparatus;
- Keep records and makes reports of plant activities;
- Assure compliance with all drinking water regulations;
- Design and implement all required reports and brochures;
- Performs particle counting, bacteria sampling, VOC sampling, MTBE/TBA sampling, and lead and copper sampling and any other sampling as requested;
- Administer special projects and testing required by EPA and the TCEQ;
- Research, review, and assure compliance with federal, state and local regulations and proposed amendments;
- Assist WWSM with preparation of operating budget, ordering operational supplies and equipment, and oversight of plant performance.
- Keep records and make reports for federal, state and local requirements on plant performance;

- Provide customer service and public relations assistance for all water and wastewater utility operations, including providing technical responses and water education programs;
- Assist with routine activities in pipeline construction, meter installation, and repair and general maintenance and repair of transmission and distribution pipelines and appurtenances;
- Participate in excavation of mains and operation of pneumatic tools;
- Operate system valves in shut-down of mains for required repairs;
- Identifies and repairs leaks;
- Operate light equipment;
- Assist in repair and installation of meters;
- Follow safety standards;
- Work independently in absence of on-site supervision;
- Use and operate hand tools, mechanicals and power tools and other equipment for the work in safe and efficient manner;
- Set-up traffic control devices prior to performance of street activities, directs and controls traffic around work sites;
- Build and maintain positive working relationships with co-workers, other employees and public using principles of good customer service;
- Assist with formulation of standard operating procedures and oversight of capital construction projects;
- Assure compliance with federal, state, and local ordinances;
- Maintain regular and punctual attendance and working hours;
- Respond to emergency calls at all hours, 24/7;
- Regularly lift up to 10 pounds and occasionally lifts up to 30 pounds;
- Temporarily performs 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; and
- Perform other related and non-related duties, as assigned.

## **KNOWLEDGE AND SKILL REQUIREMENTS**

- Possess 5+ years of progressively responsible experience in municipal government or industrial utility setting or any equivalent combination of experience and training that provides required knowledge, skill and abilities;
- Show knowledge of practices and techniques concerning wastewater treatment and plant operations;
- Show knowledge of federal, state and local regulations relating to water and/or wastewater production;
- Exhibit knowledge of research methodology and practices;
- Proficiency in operation and care of specialized laboratory equipment;
- Highly desired: bachelor's degree or college coursework or relevant specialized training and certifications in applicable subject area;

- Highly desired: Backhoe, loader, forklift or related material handling equipment operation experience also highly desirable. relevant specialized training and certifications in applicable subject area
- Exhibit the following abilities:
  - Ability to learn elementary principles, practices and techniques of chemistry and bacteriology of water/wastewater treatment;
  - Ability to exercise sound judgement and provide attention to detail within general RWRD policy guidelines;
  - Ability to see details at close range and long distance;
  - Ability to listen to and understand information and ideas presented through spoken words and sentences;
  - Ability to identify and understand speech of another person;
  - Ability to provide and follow written and oral instructions promptly and accurately;
  - Ability to follow instructions both verbal and written;
  - Ability to work in disagreeable conditions;
  - Ability to perform strenuous physical labor;
  - Ability to lift 10 to 30 pounds regularly;
  - Ability to work with team leader;
  - Ability to establish and maintain harmonious working relationships;
  - Ability to operate personal computer and proficiency in Microsoft Office Suite and/or other standard or customized software applications, including handheld personal communication/data devices;
  - Ability to prepare and present accurate and reliable reports containing findings and recommendations; and
  - Ability to complete projects in accurate and timely manner with proper attention to detail.

## **LANGUAGE SKILLS AND INTERPERSONAL COMMUNICATIONS**

Requires effective communication skills. Requires ability to write and speak clearly, distinctly and effectively with fellow employees and the general public; to clearly 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 possess state of Texas Class "C" State of Texas Plant Operator's Certificate and state of Texas Class "C" State of Texas Water Distribution System License.

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, minimum high school graduate or GED, subject to drug screen at any time and without notice, background investigation and have a valid driver's license. 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.

*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.*