



TROPHY CLUB MUNICIPAL UTILITY DISTRICT NO. 1 JOB DESCRIPTION – WATER UTILITY OPERATOR

Title: Water Utility Operator
Department: Water/Wastewater Operations
Reports to: Designated Supervisor
FLSA Grade: Non-Exempt

Salary Range: \$21.92 - \$27.54/hourly

GENERAL SUMMARY

This position will primarily work in wastewater. Participates in the performance of activities related to the operation and maintenance of water wells, pump station, distribution system, wastewater treatment plant, lift stations, and collection system; performs various laboratory tests and analysis as required for effective operation of the facilities and systems.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Operates, monitors, and maintains all water and wastewater treatment systems, including pumps, valves, blowers, elevated and ground storage tanks, metering stations, and computerized control systems; adjusts operations based on process variables, calculations, and lab results.
- Conducts meter and gauge readings, adds chemicals as needed, and initiates operational changes to maintain compliance and system efficiency.
- Performs a variety of laboratory tests and analyses to ensure water quality and proper treatment performance; calibrates and maintains testing and lab instruments.
- Maintains accurate records of flows, chemical dosages, equipment operations, and laboratory results; assists with the preparation of reports required by State and Federal agencies.
- Performs and assists in preventive and corrective maintenance and repair of water and wastewater treatment facilities and equipment, including mechanical repairs, inspections, lubrication, and replacement of parts, pumps, piping, valves, and other systems.
- Performs and assists in the preventive and corrective maintenance and repair of water distribution and metering infrastructure, wastewater collection lines and lift stations including repairs, inspections, and replacement of parts, piping, valves and related infrastructure.

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- Provides and responds to after-hours and weekend emergency response for issues including SCADA notifications; water outages, leaks and pressure issues; pump or blower failures, sewer overflows and blockages; and may serve in standby/on-call status for system breakdowns, inclement weather situations or natural disasters
- Performs general labor and facility upkeep, including cleaning, sweeping, grass and weed control, and other maintenance or housekeeping duties.
- Enters and works in confined spaces, climbs stairs and ladders
- Works rotating shifts, weekends and holidays as required.
- Collaborates with team members and supports other personnel under the direction of the assigned supervisor.
- Performs other duties as assigned.

QUALIFICATIONS

Required Education

- High school diploma (or GED equivalent).

Required Licenses or Certifications

- Valid Texas Class C driver's license
- Class B commercial drivers within six (6) months of employment.
- TCEQ Class D water and wastewater certifications within six (6) months of employment

SUPERVISION

- This position has no supervisory responsibilities.

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Knowledge of and ability to apply basic chemistry and mathematical principles.
- Knowledge of basic water and wastewater purification equipment processes, controls, instrumentation, and hydraulics.

Skill in:

- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships.
- Demonstrated proficiency in problem identification and problem resolution with potable water storage and delivery systems.
- Performing basic mathematical functions such as addition, subtraction, multiplication, division, percentages, and ratios.

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Ability to:

- Communicate effectively in English, both orally and in writing.
- Understand and follow oral and written instructions accurately.
- Organize and maintain both paper and electronic records efficiently.
- Maintain confidentiality and professional boundaries in all interactions.
- Maintain punctual and reliable attendance and meet work schedules and deadlines consistently.
- Make accurate decisions in emergency situations that protect employees and the public.

PHYSICAL ABILITIES:

- While performing the duties of this class, an employee is regularly required to talk, hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment and computer; and reach with hands and arms.
- An employee is frequently required to sit, walk, and stand.
- Specific vision abilities required by this job include close vision and the ability to adjust focus to reading and operate office and computer equipment, as necessary.
- While performing their duties, employees are required to use written and oral communication skills; observe and interpret people and situations; learn and apply the latest information or skills; perform detailed work; and interact with staff and others encountered in the course of work.

WORKING ENVIRONMENT/CONDITIONS:

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

Work Environment	Frequency Working in Designated Environment
Office or similar indoor environment	Occasional
Outdoor environment	Frequent
Street environment (near moving traffic)	Frequent
Construction site	Frequent
Confined space	Occasional
In the community (homes, businesses, etc.)	Frequent
Correctional facility, detention center or jail	NEVER
Clinical healthcare environment	NEVER

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Vehicle	Frequent		
Warehouse environment	Occasional		
Shop Environment	Occasional		
Exposures	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Individuals who are hostile or irate	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Individuals with known violent backgrounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme cold (<i>below 32 degrees</i>)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Extreme heat (<i>above 100 degrees</i>)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Communicable diseases	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Moving mechanical parts	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fumes or airborne particles	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Toxic or caustic chemicals, substances or waste	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Loud noises (<i>85+ decibels</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

ADA COMPLIANCE

Physical Ability: The position involves heavy physical demands, such as exerting up to 100 lbs. of force occasionally, and/or up to 50 lbs. of force frequently, and/or up to 20 lbs. of force constantly to move objects.

ACKNOWLEDGEMENT

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this position. This is not an exhaustive list of all duties and responsibilities. The district reserves the right to amend and change responsibilities to meet business and organizational needs, as necessary. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. Related experience/education beyond the minimum stated may be substituted where appropriate.

I have read and agree that the contents of this job description accurately reflect what is expected of me in this position.

Employee's Signature

Date

Employee's Printed Name

Date