



## Position Descriptions

### POSITION TITLE: Groundwater Operator I

DEPARTMENT	Utilities	POSITION #	
PROGRAM #		SALARY RANGE	G-1
REPORTS TO	Chief Operator	FLSA STATUS	Non-Exempt 7/21
SUPERVISES	None	DATE OF REVISION	

**POSITION FUNCTION SUMMARY:** Under the day-to day direction of the Chief Operator (Groundwater) the Operator I (Groundwater) is responsible for assisting in the day-to-day operations of the groundwater plants and distributions system. In addition, the Operator I is responsible for assisting in monitoring, maintaining, and repairing all aspects of the groundwater plant facilities, including but not limited to assisting with daily inspections of lift stations within the City and its E.T.J., and performing lab duties as needed.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** THE STATEMENTS BELOW ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED BY INDIVIDUAL(S) ASSIGNED TO THIS POSITION. THEY ARE NOT INTENDED TO BE AN EXHAUSTIVE LIST OF ALL RESPONSIBILITIES, DUTIES AND SKILLS REQUIRED OF PERSONNEL SO CLASSIFIED IN THIS POSITION. THE POSITION DESCRIPTION IS SUBJECT TO CHANGE BY THE CITY AS THE NEEDS OF THE CITY AND REQUIREMENTS OF THE POSITION CHANGE.

- Assist with testing and monitoring water quality throughout the groundwater plants and distribution system.
- Ensure that all materials needed for the proper operation of plant facilities are available.
- Assisting with monitoring plant pumps and motors to ensure proper operations.
- Checks chlorinators and chemical feed pumps daily for proper operations. Reports and assists with minor repairs to chlorine and chemical equipment as needed.
- Checks ground storage facilities monthly for proper operation of locks, vent, and water surface for oil.
- Overflows ground storage facilities and elevated storage facilities monthly.
- Reports all communications and electrical faults to Supervisor and assists with repairs.
- Completes and turns in all reports in a timely manner.

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- Communicates with other City departments regarding interoffice procedures and requirements to ensure effective workflow.
- May assist other sections or departments in dealing with unusual workloads and/or to provide minimum staff coverage as needed or required. Subject to “after hours” call-out. Subject to “on-call” weekend rotation.
- Required to work as an essential employee before, during, and after an emergency or disaster, whether natural or acts of war.
- Regular attendance is required.
- Performs other job-related functions as assigned or apparent.

**QUALIFICATION REQUIREMENTS:** TO PERFORM THIS POSITION SUCCESSFULLY, AN INDIVIDUAL(S) MUST BE ABLE TO PERFORM EACH ESSENTIAL DUTY AND RESPONSIBILITY SATISFACTORILY. THE REQUIREMENTS LISTED BELOW ARE REPRESENTATIVE OF THE KNOWLEDGE, SKILL, AND/OR ABILITY REQUIRED.

### **KNOWLEDGE:**

- Knowledge of the City’s policies and procedures.
- Preferred working knowledge of and proficient in, the use and operation of tools and equipment required in maintenance and repair activities.
- Preferred working knowledge of equipment and techniques used in minor construction, maintenance and repair tasks. (Water pumps, skill saws, special hand wrenches and related tools.)
- Working knowledge of procedures and techniques used in cleaning, maintenance and repair.
- Working knowledge of electrical controls and use of SCADA.

### **SKILLS/ABILITIES:**

- Ability to perform strenuous physical activities for sustained period under adverse conditions.
- Ability to do minor chemistry to perform lab duties as needed.
- Ability to work long and irregular hours if necessary.
- Ability to understand and follow oral and written instructions.
- Ability to do basic math and use a calculator.
- Ability to establish and maintain effective relationships with superiors, employees, citizens, and the public.
- Ability to take constructive criticism.
- Ability to work safely in and around equipment and in the area of work.
- Ability to be a team player.

**EDUCATION, EXPERIENCE AND TRAINING:** THE PREFERRED WAY TO OBTAIN THE MINIMUM KNOWLEDGE, SKILLS AND ABILITIES TO PERFORM THE ESSENTIAL DUTIES AND RESPONSIBILITIES OF THIS POSITION ARE LISTED BELOW. THE CITY RESERVES THE RIGHT TO ALLOW SUBSTITUTIONS IN THE EVENT THAT A CANDIDATE OR INCUMBENT EXCEEDS REQUIREMENTS IN ONE AREA BUT MAY BE DEFICIENT IN ANOTHER.

**Formal Education:**

- High school diploma or GED.

**Relatable Work Experience:**

- Utility experience preferred.

**Training (License and/or Certification):**

- Required to have a Class "C" Texas Driver's License.
- Ability to achieve a "C" Ground Water Operations Certification from the Texas Commission on Environmental Quality (TCEQ) within 2 years.

<b>PHYSICAL DEMANDS:</b> THE PHYSICAL DEMANDS DESCRIBED HERE ARE REPRESENTATIVE OF THOSE THAT MUST BE MET BY AN EMPLOYEE TO SUCCESSFULLY PERFORM THE ESSENTIAL FUNCTIONS OF THIS POSITION. REASONABLE ACCOMMODATIONS MAY BE MADE TO ENABLE INDIVIDUALS TO PERFORM THE ESSENTIAL FUNCTIONS.
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<b>STAND/WALK</b>	Walking required for communicating with other divisions, obtaining information, attending meetings in other buildings. Walking indoor buildings conditions are concrete or tile. Outdoor conditions are gravel, dirt and concrete.
<b>SIT</b>	Must be able to sit at a workstation for extended periods of time, and to travel in a car for several hours without a break. Must be able to enter a motor vehicle without assistance.
<b>TALK/LISTEN</b>	Must be able normal or correctable to levels capable discerning two-way radio, telephone and conversational speech without loss of understanding. Most of the workday involves coordinating activities with others.
<b>DEXTERITY</b>	Some reaching and handling required while doing paperwork, making phone calls and during the operation of City equipment.
<b>CLIMB/BALANCE</b>	Required when a hole is deeper than 4 foot and/or climbing on and off equipment.
<b>STOOP/CRAWL/ KNEEL/CROUCH</b>	Required when installing meters or repairing water leaks.
<b>LIFT/MOVE/ PUSH/PULL</b>	Objects up to 150 pounds. Required while pushing pipes, pumps, bags of cement, hoses and generators. Required with all tools and materials.
<b>VISION</b>	Required to perform all tasks associated with this job.
<b>FOOT CONTROLS</b>	Required to operate City vehicles and equipment.

<b>WORK ENVIRONMENT:</b> 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 TO PERFORM THE ESSENTIAL FUNCTIONS.
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<b>NORMAL HOURS/ DAYS OF WORK</b>	9/80 schedule 7:00 a.m. to 5:00 p.m., Monday through Friday with every other Friday off. Rotational on-call
<b>DESCRIPTION OF DAILY WORK</b>	Working at heights; under extreme climatic conditions (heat, cold, humidity, wind, rain, freezing rain, etc.); in confined spaces; exposed to

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**ENVIRONMENT**            mechanical and electrical explosive fumes, foul odors, dust, chemical and toxic fumes; exposed to dogs, cats, fire ants, rodents, bees, snakes or other insects and animals.

                                 The employee may be exposed to a variety of outdoor extremes for extended periods of time.

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