

# City of Lockhart, Texas

## JOB DESCRIPTION

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*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### **Water/Wastewater System Operator**

**Department:** Water, Wastewater

**Pay Grade:** 103

**FLSA Status:** Non-Exempt

#### **JOB SUMMARY**

The Water/Wastewater Operator installs and maintains water and wastewater utility system lines, lift stations, and equipment for the City. An incumbent in this position also installs fire hydrants, changes water meters, and unclogs sewer lines.

#### **ESSENTIAL JOB FUNCTIONS**

- Locates water and sewer lines.
- Checks and maintains lift stations.
- Install and repair water and wastewater lines.
- Installs water taps by digging trenches/holes or assisting heavy equipment operator to excavate; places shut off, install tapping saddles and drills hole; cuts and finishes off pipe; and backfills over pipe.
- Install and repair wastewater taps.
- Replaces or installs water meters by digging out old meters; moving dirt, debris, or rocks; replaces or installs meter; and backfills dirt.
- Operates TV camera in sewer main and service lines as needed.
- Unclogs sewers; uncovers pipes, couplings, and connections; pushes hand rods into main line to find break or clog; repairs pipe; fixes/repairs leaks on main or service lines; and backfills over pipe.
- Lays black base on roads when done with related repairs.
- Repairs and replaces manholes, valves, and electrical, pumping equipment; which may require jackhammering and concrete repairs.
- Flushes dead end fire hydrants; installs new fire hydrants; and checks for low water pressure.
- Installs backflow preventers.
- Trims trees and cuts grass around fire hydrants, lift stations and other facilities.
- Loads and unloads truck with materials such as pipes, valves, fire hydrants, tools and backfill materials.
- Cleans equipment and tools at shop.
- Drives to/from shop and job sites.
- Performs other related duties as assigned.

## QUALIFICATIONS

### Education and Experience:

Requires High School diploma or equivalent; two (2) years of related work experience preferred.

### Licenses or Certifications:

- Class I Wastewater Operator License and Class D Water Operator License from Texas Commission on Environmental Quality (or obtain within 18 months of hire).

### Special Requirements:

- Possess a valid Texas driver's license, Class "C", and have a good driving record.
- Have recent Hepatitis A, Hepatitis B, and Tetanus vaccinations (or obtain within six (6) months of hire) and maintain during employment in this area.
- Ability to maintain regular, reliable in-person attendance.
- Available to work on-call after hours, weekends, and holidays as scheduled.
- Must reside within 25 minutes of Lockhart City Limits or service area to respond to emergencies.

### Knowledge, Skills and Abilities:

- Knowledge of plumbing and mechanics.
- Knowledge of safety rules and regulations related to job.
- Skill in reading work orders and labels on equipment and supplies.
- Skill in using equipment and tools used on the job.
- Skill in measuring pipes to specified lengths.
- Ability to complete logs of work done.
- Ability to follow written and verbal instructions.
- Ability to work with others to complete job tasks.
- Ability to treat the public in a courteous manner.

## PHYSICAL DEMANDS

The work is medium work. The employee is frequently required to apply 30 pounds of force to move objects. The employee is occasionally required to exert up to 50 pounds of force to move objects. Additionally, the following additional physical abilities are required (Demand Code: C=Continuously, F=Frequently, O=Occasionally, R=Rarely):

F	• Balancing: Maintaining equilibrium to prevent falling while walking, standing, or crouching.
O	• Climbing: Ascending, descending ladders, stairs, and ramps; requiring body agility.
O	• Crawling: Moving about on hands, knees, or hands and feet.
O	• Crouching: Bending the body downward and forward by bending leg and spine.
F	• Feeling: Perceiving attributes of objects, such as size, shape, temperature, or texture by touching with skin, particularly that of fingertips.
F	• Grasping: Applying pressure to object with fingers or palm.
F	• Handling: Picking, holding, or otherwise working, primarily with the whole hand.
C	• Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction; receiving detailed information through oral communication; and making the discrimination in sound.
C	• Hearing 2: Receiving detailed information; making discrimination in sound.

O	<ul style="list-style-type: none"> <li>• Kneeling: Bending legs at knee to come to a rest on knee or knees.</li> </ul>
F	<ul style="list-style-type: none"> <li>• Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position, occurring to a considerable degree; requiring substantial use of upper extremities and back muscles.</li> </ul>
O	<ul style="list-style-type: none"> <li>• Manual Dexterity: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.</li> </ul>
O	<ul style="list-style-type: none"> <li>• Mental Acuity: Making rational decisions through sound logic and deductive processes.</li> </ul>
F	<ul style="list-style-type: none"> <li>• Pulling: Using upper extremities to exert force in order to draw, haul, or tug objects in a sustained motion.</li> </ul>
F	<ul style="list-style-type: none"> <li>• Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.</li> </ul>
F	<ul style="list-style-type: none"> <li>• Reaching: Extending hand(s) and arm(s) in any direction.</li> </ul>
	<ul style="list-style-type: none"> <li>• Repetitive Motion: Substantially moving the wrist, hands, and/or fingers.</li> </ul>
C	<ul style="list-style-type: none"> <li>• Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to others accurately and concisely.</li> </ul>
C	<ul style="list-style-type: none"> <li>• Standing: Being erect particularly for sustained periods of time.</li> </ul>
F	<ul style="list-style-type: none"> <li>• Stooping: Bending body downward and forward by bending spine at the waist, occurring to a considerable degree; requiring full motion of the lower extremities and back muscles</li> </ul>
C	<ul style="list-style-type: none"> <li>• Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other co-workers accurately, loudly, or quickly.</li> </ul>
O	<ul style="list-style-type: none"> <li>• Talking 2: Shouting to be heard above ambient noise.</li> </ul>
O	<ul style="list-style-type: none"> <li>• Visual Acuity 1: Having close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or reading extensively.</li> </ul>
C	<ul style="list-style-type: none"> <li>• Visual Acuity 2: Verifying color, depth perception, or field of vision.</li> </ul>
C	<ul style="list-style-type: none"> <li>• Visual Acuity 3: Determining accuracy or neatness; observing facilities/structures.</li> </ul>
C	<ul style="list-style-type: none"> <li>• Visual Acuity 4: Having visual acuity to operate motor vehicles/heavy equipment.</li> </ul>
C	<ul style="list-style-type: none"> <li>• Walking: Moving about on foot to accomplish tasks, particularly for long distances, or moving from one work site to another.</li> </ul>

**WORK ENVIRONMENT**

Work is performed outside; under various weather conditions such as heat, humidity, cold weather, rain, ice, and snow; is exposed to chemicals, raw sewage, flying debris, traffic, equipment vibrations, and equipment noise; requires wearing protective gear such as steel toed boots, hard hat, ear and eye protection, gloves, and safety vests; and work is performed in an environment with heavy equipment and machinery that could result in bodily harm.

**The City of Lockhart has the right to revise this job description at any time. This description does not represent in any way a contract of employment.**

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Employee Signature

\_\_\_\_\_  
Date

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Supervisor (or HR) Signature

\_\_\_\_\_  
Date