

**POSITION DESCRIPTION**  
**Guadalupe-Blanco River Authority**

**POSITION TITLE: SYSTEM OPERATOR I**

**I. ORGANIZATION**

Division: Lockhart Wastewater Reclamation System                      Grade: 2

System: N/A                      Salary Category: Non-exempt    Revised: 01/11/17

**II. REPORTING RELATIONSHIPS**

Immediate Supervisor: Chief Operator

Next Higher Supervisor: Division Manager-Hays/Caldwell

**III. JOB SUMMARY (Including number of personnel supervised, if applicable)**

The System Operator is responsible for the daily operation and maintenance of the Lockhart Wastewater Treatment Plants.

**IV. TYPICAL DUTIES (May include, but not limited to the following:)**

- A. Meet the permit requirements as established by the Environmental Protection Agency and the Texas Commission on Environmental Quality (TCEQ).
- B. Make periodic inspections (rounds) of the plants as prescribed by the Chief Operator or as dictated by operating conditions.
- C. Make process changes as needed to compensate for changing conditions in the plants.
- D. Immediately notify the Chief Operator in the case of problems, unusual circumstances or equipment failure.
- E. Complete in an accurate, legible manner all operational logs, laboratory worksheets and calculation sheets.
- F. Maintain the security of the plants by keeping gates and buildings locked and by keeping unauthorized personnel off the GBRA properties.
- G. Perform daily maintenance to the buildings as designated by the Chief Operator.
- H. Maintain a pleasant courteous manner when dealing with visitors and telephone callers.

- I. Perform laboratory testing and recording of data as accurately as possible as prescribed by the Operations Manager.
- J. Monitor alarms, radio, chlorine deliveries, package deliveries, etc.
- K. Perform maintenance and repair functions as assigned by the Chief Operator.
- L. Maintain an inventory on tools and equipment as specified and keeping tools and equipment in a neat and tidy manner. Being responsible for the security of all plant tools and equipment.
- M. Be on call as specified if operational problems develop.
- N. Follow all division and "Safety Manual" safety requirements, including immediate reporting of all accidents.
- O. Ensure all activities are conducted so as to achieve the Lockhart Division Vision Statement.
- P. Perform other duties as assigned.

## **V. REQUIREMENTS OF THE POSITION**

### Education:

High School diploma or GED.

### Registrations and Licenses:

1. Texas Drivers License.
2. Acceptable M.V.R.
3. Must have or obtain within 6 months a Grade "D" Wastewater Treatment License as issued by the TCEQ.

### Experience:

None.

### Special Requirements:

Must be able to work in a Team environment.

## **VI. WORKING CONDITIONS, TRAVEL, EQUIPMENT USED**

Approximately 50 to 80 percent of work outdoors. Occasional travel to attend schools necessary for the up grading and/or maintaining certificate as required. Works with municipal wastewater and sludges, and is exposed to hazardous chemicals and possible disease-causing bacteria.

## VII. ESSENTIAL JOB FUNCTIONS

- A. Read and write English.
- B. Work 12 continuous hours day or night.
- C. Operate valve handles above the head.
- D. Walk several miles in a day.
- E. Read analog and digital indicators.
- F. Safely lift loads up to 50 lbs chest high.
- G. Read and understand highly technical information in small print (such as Material Safety Data Sheets).
- H. Climb stairs up to 20 feet high.
- I. Safely operate manual hand tools.
- J. Wear personal protective equipment requirements as outlined in the "Employee Safety Manual" including full-face respirators.
- K. Operate motor vehicles of various sizes (pickup trucks, dump trucks).
- L. Operate industrial tractors up to 30 HP.
- M. Work kneeling.
- N. Climb vertical ladders up to 20 feet high.
- O. Operate yard tools and equipment (shovel, push mowers, weed-eaters, rakes).
- P. Perform intricate tasks that require steady hands (such as weighing using tongs, titrating burets).
- Q. Carry loads of up to 25 lbs for several hours in a day.
- R. Respond to visual as well as audible alarms.
- S. Accurately interpret true color (such as in chemical titration, colorimetric determinations, and indicator lamps.)
- T. Employ sound judgment; think coherently and logically.
- U. Perform basic math skills.
- V. Perform first-aid and CPR.
- W. Enter confined spaces as defined by OSHA.