

POSITION DESCRIPTION
Guadalupe-Blanco River Authority

POSITION TITLE: OPERATOR II

I. ORGANIZATION

Division: Lockhart

System: Lockhart Wastewater Reclamation System

Grade: 3 Salary Category: Non- exempt Revised: 01/06/2017

II. REPORTING RELATIONSHIPS

Immediate Supervisor: Chief Operator

Next Higher Supervisor: Division Manager-Hays/Caldwell Counties

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

The Operator is responsible for the daily operation and maintenance of the Lockhart Wastewater Treatment Plants and meeting the permit requirements as established by the Environmental Protection Agency and the Texas Commission on Environmental Quality (TCEQ). The Operator is also responsible for producing water at the required rate, based on demand by the City of Lockhart Water Treatment Plant that meets or exceeds the standards of the Safe Drinking Water Act, as enforced by the Texas Commission on Environmental Quality (TCEQ). The Operator is also responsible for operating and maintaining the Luling/Lockhart Treated Water Delivery System and coordinating water deliveries from the GBRA Luling Water Treatment Plant with ground water production.

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

- A. Perform operations maintenance and repairs as required or assigned by the Chief Operator.
- B. Make periodic inspections of plant operations and grounds as prescribed by the Chief Operator.
- C. Make process changes as needed to compensate for changing conditions.
- D. Immediately notify the Chief Operator in the case of problems, unusual circumstances or equipment failure.

- E. Maintain the security of the plants by keeping gates and buildings locked and by keeping unauthorized personnel off the GBRA properties.
- F. Perform laboratory testing and recording of data as accurately as possible and interpret data for process control.
- G. Complete in an accurate, legible manner all operational logs, laboratory worksheets and calculations sheets.
- H. Participate in annual budget process.
- I. Participate in special projects and committees.
- J. Maintain an inventory of tools and equipment necessary to properly operate and maintain the treatment plants.
- K. The operator may be required to work additional hours in excess of the regular scheduled work day including weekends and holidays as needed.
- L. Be “on call” as specified to respond to operational problems that may occur.
- M. Operate plants during emergency situations.
- N. Manage trucked waste haulers, permitting, and monitoring (tank volume verification and sampling)
- O. Monitor plant alarms, the SCADA system, the GBRA company radio, and chemical, package and equipment deliveries, etc.
- P. Follow all division and “Safety Manual” policies and requirements, including immediate reporting of all accidents
- Q. Maintain a pleasant courteous manner when dealing with visitors and telephone callers.
- R. Perform other tasks as assigned.

V. REQUIREMENTS OF THE POSITION

- A. Education:
 - a. High School diploma or GED.
- B. Registrations and Licenses:
 - a. Texas Driver’s License.
 - b. Acceptable M.V.R.
 - c. Must have a minimum of a Class “C” Wastewater Operator license as issued by the TCEQ. Must obtain a minimum Class “C” Groundwater Operator license within 26 months of employment.
- C. Experience:
 - a. Persons with experience in both wastewater and water treatment are preferred.
- D. Special Requirements:
 - a. Must be able to work in a Team environment.
 - b. Ability to do shift work, act alone, and continuously exercise sound judgment and vigilance.
 - c. Live within 45 minutes travel time of the plants.

VI. WORKING CONDITIONS, TRAVEL, EQUIPMENT USED

Approximately 80 percent of work is outdoors. Occasional travel to attend schools is necessary to obtain and/or maintaining licenses and certifications as required. Works with municipal wastewater and sludge, 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 at various working locations such as municipal wastewater and water treatment plants, well fields, pipeline rights of way, and construction sites.
- E. Read analog and digital indicators.
- F. Lift loads up to fifty-one (51) pounds chest high.
- G. Read and understand highly technical information in small print (such as Safety Data Sheets).
- H. Climb stairs and vertical ladders up to 35 feet high.
- I. Safely operate manual hand tools.
- J. Wear personal protective equipment as outlined in the GBRA Safety Manual including full-face respirators and self-contained breathing apparatus (SCBA).
- K. Operate motor vehicles of various sizes (pickup trucks, dump trucks).
- L. Operate industrial tractors up to 30 HP.
- M. Work kneeling.
- N. Operate yard tools and equipment (shovel, push mowers, weed-eaters, rakes).
- O. Perform intricate tasks that require steady hands (such as weighing using tongs, titrating burets).
- P. Carry loads of up to 25 lbs for several hours in a day.
- Q. Respond to visual as well as audible alarms.
- R. Accurately interpret true color (such as in chemical titration, colorimetric determinations, and indicator lamps.)
- S. Employ sound judgment; think coherently and logically.
- T. Perform basic math skills.
- U. Use calculators and input data into computers.
- V. Perform first-aid and CPR.
- W. Enter and work in confined spaces as defined by OSHA.