



JOB DESCRIPTION

Operator II

FLSA STATUS: Non-Exempt

GRADE: 3

REPORTS TO: Chief Operator, Rural Utilities

DIVISION: Rural Utilities

WORK LOCATION: 933 East Court Street, Seguin, Texas 78155

EFFECTIVE DATE: 02/2019

SUMMARY

The System Operator is responsible for the daily operation of the Canyon Park Estates, Dunlap, and Northcliffe wastewater reclamation systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Meeting the permit requirements as established by the Environmental Protection Agency and the Texas Commission on Environmental Quality (TCEQ).
- Making periodic inspections (rounds) of the plants as prescribed by the Chief Operator or as dictated by operating conditions.
- Making process changes as needed to compensate for changing conditions in the plants.
- Immediately notifying the Chief Operator in the case of problems, unusual circumstances or equipment failure.
- Completing in an accurate, legible manner all operational logs, laboratory worksheets and calculation sheets.
- Maintaining the security of the plants by keeping gates and buildings locked and by keeping unauthorized personnel off the GBRA properties.
- Performing daily maintenance to the buildings as designated by Chief Operator.
- Maintaining a pleasant courteous manner when dealing with the public.
- Accurately performing laboratory testing and recording of data as prescribed by the Chief Operator.
- Monitoring and responding promptly to process alarms.
- Performing maintenance and repair functions to buildings, grounds, structures, and equipment as assigned by the Chief Operator.
- Maintaining 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.

- Being on call and responding promptly and appropriately as specified if operational problems develop.
- Performing other duties as assigned.

KNOWLEDGE/SKILLS/ABILITIES

- Read and understand highly technical information in small print (such as Material Safety Data Sheets and wastewater discharge permits).
- Perform basic math skills.
- Read analog and digital indicators.
- Operate a personal computer, with typing proficiency (e.g. Adobe Acrobat Pro, Outlook, Word, Excel, etc.).
- Employ sound judgment; think coherently and logically.
- Operate motor vehicles of various sizes (pickup trucks, dump trucks).
- Operate industrial and agricultural type tractors.
- Operate yard tools and equipment (shovels, push mowers, weed-eaters, rakes, etc).
- Accepting bulk chemical deliveries, package deliveries, etc.
- Following all division and "Safety Manual" safety requirements, including immediate reporting of all accidents.
- Making sure all activities are conducted so as to achieve the Vision Statements of the various Systems within the area of responsibility.

EDUCATION/CERTIFICATIONS

Education:

High School Diploma or G.E.D equivalency is required.

Registrations and Licenses:

1. Must possess or obtain within 6 months of hire, a Texas Commercial Driver's License, Class A.
2. Acceptable M.V.R.
3. Must have minimum a Grade "C" Wastewater Treatment License as issued by the TCEQ or be able to acquire the "C" Wastewater Treatment License as issued by the TCEQ within 12 months.

Current valid driver's license and ability to remain insurable under GBRA's vehicle liability policy.

EXPERIENCE & SPECIAL REQUIREMENTS

Must be able to work in a team environment. Ability to exercise sound judgment, attention to detail and vigilance.

MANAGERIAL RESPONSIBILITIES

No.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Wear personal protective equipment as outlined in the "Employee Safety Manual" including full face respirators, self-contained breathing apparatus (SCBA) and Level A hazardous materials response suits. Enter and work in confined spaces, as defined by OSHA. Perform basic first aid and CPR. Perform intricate tasks that require steady hands (such as weighing, using tongs, using titrating burettes). Accurately interpret true color (such as chemical titration, colorimetric determination, and indicator lamps). Employees must wear protective footwear in compliance with ANSI or ASTM standard. New employees must provide protective footwear in compliance with ANSI or ASTM standard. Climb up and down vertical ladders up to twenty (20) feet. Carry loads of up to 25 lbs. for several hours in a day. Be able to lift 50 pounds chest high. Operate valve handles above the head. Must be able to respond to visual/audible alarms, work kneeling and walk several miles in a day.

WORK ENVIRONMENT

Approximately 75 to 90 percent of work outdoors. Occasional travel to attend training necessary for maintaining licenses and certificates as required. Works with municipal wastewater and bio solids, and is exposed to hazardous chemicals and possible disease-causing bacteria. Personal transportation is required to normal work site at which point employee will use vehicles provided by GBRA to perform duties.

TRAVEL

Overnight travel mainly limited to meetings and / or training.

RECEIPT & ACKNOWLEDGEMENT

Employee Signature

Date

The above statements are intended to describe the general nature and level of work performed by individuals assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Management retains the right to add or to change duties, education/experience/skills requirement of the position at any time.