



Title: Water Equipment Operator II

FLSA Status: Non-Exempt

SAFETY STATUS: Safety Sensitive Position

BRIEF DESCRIPTION:

The purpose of this position is to assist in maintaining the City's Water and Sewer Services. This is accomplished by operating heavy equipment, repairing water and sewer infrastructure, and collecting debris. Other duties include serving as crew leader in their absence.

REPORTS TO:

This position reports to the Water Crew Leader

SUPERVISES:

In the absence of Water Crew Leader

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions	% of Time
1	M	Maintains water/wastewater systems by operating heavy equipment such as backhoes, jet machines, tractors, trailers, and track excavators and maintaining and repairing water and sewer lines. Performs other assigned duties as required.	50%
2	M	Acts as lead worker for the crews. Develops daily work plans and leads in emergency situations. Responsible for subsurface utility locates prior to any excavation and assisting in repairing of water and wastewater infrastructure.	40%
3	M	Maintains Water Department equipment in satisfactory condition, and makes recommendations for repairs. Documents well readings and chlorine tests. Conducts, records, and verifies meter readings with a meter reading device(s).	10%



JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Work requires the ability to read and understand written instructions, to understand simple processes and the routine operation of machines. Minimum Level of knowledge shall be four years of high school with diploma or equivalent.
Experience	Must have a minimum of three (3) years of experience on excavation equipment.
Supervision	Job has occasional responsibility for the direction or supervision of others.
Human Collaboration Skills	Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.
Freedom to Act	Receives Direction: Within this job, the employee normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. The employee has some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion.
Technical Skills	Basic: Work requires the use of standard technical skills appropriate to the work environment of the organization.
Fiscal Responsibility	Has no budgetary/fiscal responsibility.
Reading	Basic - Ability to recognize meaning of common two- or three-syllable words. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Math	Basic - Ability to perform the four basic arithmetic operations. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Writing	Basic - Ability to write simple sentences containing subject, verb, and object, and/or series of numbers, names, and addresses. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Valid Texas Commercial Driver's License or able to obtain within six months of employment. Class C Water License issued by TCEQ or able to obtain within six months of employment.



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-				
Sedentary	Light	Medium X	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C Continuously 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	observing work site, observing work duties, communicating with co-workers
Sitting	F	driving
Walking	F	around work site
Lifting	F	supplies, equipment
Carrying	F	supplies, equipment
Pushing/Pulling	F	equipment, tables and chairs
Reaching	F	for supplies
Handling	O	Paperwork, tools, equipment
Fine Dexterity	N	
Kneeling	O	retrieving items from lower shelves/ground
Crouching	O	retrieving items from lower shelves/ground
Crawling	O	under equipment
Bending	F	retrieving items from lower shelves/ground, making repairs
Twisting	F	getting inside vehicle
Climbing	O	onto equipment
Balancing	F	on equipment
Vision	C	driving, observing work site
Hearing	C	listening to equipment
Talking	F	communicating with co-workers and public and on telephone
Foot Controls	C	driving, operating heavy equipment
Other (specified if applicable)		

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MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Trained in the use and operation of SCBA (Self Contained Breathing Apparatus) equipment and Chlorine Safety procedures. Ability to train other employees in the use of Chlorine safety equipment and procedures. Concrete saw, weed eater, shovel, rakes, and brooms

ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
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-Health and Safety Factors-	
Mechanical Hazards	O
Chemical Hazards	F
Electrical Hazards	O
Fire Hazards	O
Explosives	O
Communicable Diseases	O
Physical Danger or Abuse	O
Other (see 1 below)	N

(1) N/A

D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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-Environmental Factors-	
Respiratory Hazards	S
Extreme Temperatures	D
Noise and Vibration	D
Wetness/Humidity	D
Physical Hazards	W

PROTECTIVE EQUIPMENT REQUIRED:

Hard hat, gloves, steel-toe boots, safety glasses, mask, body suit, Safety Vest

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
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-Description of Non-Physical Demands-		-Frequency-
Time Pressure		O
Emergency Situation		O
Frequent Change of Tasks		F
Irregular Work Schedule/Overtime		F
Performing Multiple Tasks Simultaneously		F
Working Closely with Others as Part of a Team		F
Tedious or Exacting Work		O
Noisy/Distracting Environment		O
Other (see 2 below)		N

(2) N/A

PRIMARY WORK LOCATION:

Office Environment		Vehicle	X
Warehouse		Outdoors	X
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

3)N/A



SIGNATURE – REVIEW AND COMMENTS:

I have reviewed this description and understand the requirements and responsibilities of the position.

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date

Job Title of Department Head

Signature of Department Head

Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.