

Trophy Club Municipal Utility District No. 1 Job Description

Classification Title	Utility Field Worker
Division	Operations
Department	Water
FLSA Status	Non-Exempt
Pay Grade	

GENERAL SUMMARY

The Utility Field Worker Job Description is intended to cover roles from entry-level to experienced and cross-trained positions in the operation and maintenance functions of water supply, water treatment, and water distribution. An employee in this position is involved in the performance of diverse duties and job functions related to water supply, and water treatment. Cross-training is incentivized through certification pay with the goal of having Utility workers who can take on any field or plant tasks as needed by the Utility. The position entails assisting or conducting maintenance and operation of water facilities. A person in this position will be expected to obtain and maintain a valid certification as a Water Plant Operator (minimum Class D) as issued by the Texas Commission on Environmental Quality within the first six months of employment and to obtain a minimum Class C license issued by the Texas Commission on Environmental Quality in the area assigned by the District within the first two years of employment.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Participates in all phases of water supply, treatment, distribution, filter operation such as operation of filters, pumps, controls, valves, addition of chemicals, inspection of water surface elevation; determination of loss of head, meter and gauge readings; repairing feed equipment and valves;
- Assists in maintenance and repairs to the water distribution lines;
- Assists other operators in guaranteeing the adequate production, treatment and delivery to the water distribution system a potable water in substantial quantities and high quality;
- Assists other III operators in the operation and major repair work and overhaul of machinery and equipment, feed equipment and valves in treatment systems;
- Assists with establishing maintenance schedules, routine daily lubrication of equipment, observation of water level equipment and the periodic removal of pumping equipment



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for inspection and replacement of worn parts;

- Assists other operators in normal and emergency service situations;
- Performs manual labor including excavation, painting, carpentry, plumbing, general building maintenance, and property maintenance.
- Makes laboratory tests required to assure efficient operation of the water supply and treatment facilities.
- Inspects and tests operating equipment in the water supply and treatment facilities.
- Keeps logs and other records of operation;
- Assists in preparation of reports for State and Federal agencies as necessary;
- Assists other personnel as necessary under the direction of the Water Superintendent;
- Climbs stairs and ladders;
- Works nonstandard shifts, rotating shifts, weekends and holidays; serves in standby status for breakdowns;
- Enters and works in a confined space;
- Cleans out settling basins and tanks.
- Performs routine plant maintenance work, such as sweeping, cleaning, sanding, painting, weed control and general plant housekeeping duties;
- Demonstrates the ability and willingness to work in a team environment in the course of daily activities.
- Performs related work as required.

QUALIFICATIONS

Required Education and Experience

- High school diploma (or GED equivalent)

Required Licenses or Certifications

- Commercial Driver License (CDL) Class A
- CPR, AED and First Aid certifications
- Forklift operator certification or license

Preferred Licenses or Certifications

- Water Operator Class D or Higher

SUPERVISION

- Job has no responsibility for the direction or supervision of others.

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COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

KNOWLEDGE OF:

- Methods and practices used in the operational and maintenance functions of water supply, and water treatment and distribution facilities.
- Methods and practices used in repairing and maintaining water supply and water treatment machinery and equipment
- Backhoe and other equipment operations
- Practices and procedures involved in laboratory analysis required in water treatment
- Computers and software for use in process control

SKILL IN:

- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships
- Performing a variety of duties, often changing from one task to another of a different nature
- Performing basic mathematical functions such as addition, subtraction, multiplication, division, percentages, and ratios

ABILITY TO:

- Effectively speak, write and understand the English language
- Speak and understand a language other than English is preferred
- Meet schedules and deadlines of the work
- Understand and carry out oral and written directions
- Accurately organize and maintain paper documents and electronic files
- Maintain the confidentiality of information and professional boundaries

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WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Frequency Working in Designated Environment		
Office or similar indoor environment	Frequent		
Outdoor environment	Frequent		
Street environment (near moving traffic)	Frequent		
Construction site	Frequent		
Confined space	Occasionally		
In the community (homes, businesses, etc.)	Frequent		
Correctional facility, detention center or jail	Never		
Clinical healthcare environment	Never		
Vehicle	Frequent		
Warehouse environment	Frequent		
Shop Environment	Frequent		
Exposures	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Individuals who are hostile or irate	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Individuals with known violent backgrounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme cold (<i>below 32 degrees</i>)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Extreme heat (<i>above 100 degrees</i>)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Communicable diseases	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Moving mechanical parts	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fumes or airborne particles	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Toxic or caustic chemicals, substances or waste	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Loud noises (<i>85+ decibels</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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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.

- The position involves heavy physical demands, such as exerting up to 100 lbs. of force occasionally, and/or up to 50 lbs. of force frequently, and/or up to 20 lbs. of force constantly to move objects.

ACKNOWLEDGEMENT

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this position. This is not an exhaustive list of all duties and responsibilities. Trophy Club Municipal Utility District No. 1 reserves the right to amend and change responsibilities to meet business and organizational needs as necessary. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. Directly related experience/education beyond the minimum stated may be substituted where appropriate at the discretion of the General Manger.

I have read and agree that the contents of this job description accurately reflect what is expected of me in this position.

Employee's Signature

Date

Employee's Printed Name

Date

Utility Field Worker
Job Description Creation Date: 8/2018
Date Last Revised: _____