



## PUBLIC WORKS OPERATOR/TECHNICIAN

Posting Will Remain Up Until Vacancy Filled

Job Family: UTILITY FIELD WORK

Posting Start Date: 09-03-2019

Salary: Commensurate with experience

Hours: 8:00 am-5:00 pm.; Monday-Friday, Mandatory on-call as needed.

### **PRIMARY DUTY:**

Under the supervision, this team-oriented and driven individual will work under the general supervision of the Public Works Supervisor and City Administrator. Position requires the ability to inspect, repair and maintain City water and wastewater systems; prepare work sites; maintain and repair City's water and wastewater distribution lines; timely and accurately complete work orders; repair various City equipment; maintain positive interaction with City utility customers; maintain up-to-date communication with Administration of necessary closures; and all other duties as assigned.

**ESSENTIAL FUNCTIONS:** *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge and skills. Factors such as regular attendance at the job are not routinely listed in job descriptions but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Responsible for the organization and cleanliness of City property and equipment including, but not limited to City vehicles, facilities, grounds and other work areas.
- Maintains, installs, clears, and repairs water and wastewater distribution lines, facilities, manholes, lift stations and other City infrastructure.
- Maintains accurate records including logs, work orders, reports as required by TCEQ and other reporting entities, as well as reports required by the City.
- Maintains inventory and project logging of all parts, supplies and equipment.
- Works directly under a crew leader and/or heavy equipment operator to complete necessary jobs.
- Supports the relationship between the City of Elkhart and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.
- Subject to callback pending emergency response situations in addition to primary on-call responder duties no less than once per month or as otherwise scheduled.
- May also be required to work holidays and weekends.
- Other duties as assigned.
- Driving is essential.

### **REQUIREMENTS**

#### **KNOWLEDGE:**

- City policies and procedures.
- State and Federal laws and regulations governing wastewater plant and water utility operations; including Texas Commission on Environmental Quality (TCEQ) standards.
- OSHA safety rules and regulations and safety standards in all applicable environments.

**SKILL IN:**

- Monitoring facility operations and identifying maintenance and repair issues.
- Enforcing and maintaining safety standards.
- Establishing and maintaining cooperative working relationships with co-workers.
- Communicating effectively verbally and in writing.
- Use of heavy machinery.

**MINIMUM QUALIFICATIONS:**

High School Diploma or GED equivalent is required; Minimum one year of related experience and/or training; or equivalent combination of education and experience.

**LICENSE AND CERTIFICATION:**

- Valid Driver's License with clean driving record; Preference given for a Class B (CDL) Driver's License; Wastewater Collection II / Class C Wastewater Treatment Operator; Class D Water Operator; Class C Water Distribution/Groundwater Treatment.
- According to the needs of the City, additional training and certifications may be required.

This job description is not intended to be construed as an exhaustive list of responsibilities, duties and skills required. City management has exclusive rights to alter this job description at any time without notice. Employees 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. This document does not create an employment contract, implied or otherwise, other than an 'at-will' relationship.

*The City of Elkhart is an Equal Opportunity Employer and encourages applications from eligible and qualified persons regardless of race, gender, color, religion, national origin, age, disability, sexual orientation, or gender identity. The City of Elkhart provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application or hiring process, please contact the City Administrator at 903.764.5657.*