

**WEBB COUNTY  
JOB DESCRIPTION**

CERTIFIED

**MAR 18 2014**

By Webb County  
Civil Service Commission

**TITLE:** Operator I  
**DEPARTMENT:** Water Utilities  
**SLOT NUMBER:** 1535  
**REVISION DATE:** March 18, 2014

---

**JOB SUMMARY:**

Responsible for the operations of the water treatment plant process and also for keeping daily operations data up to date as required by TCEQ as well as performing maintenance duties around the entire facilities.

**CHARACTERISTIC/ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Must ensure that we supply safe drinking water to our customers.
- Operates water plant equipment and machinery that includes turbine pumps, chemical feed pumps and chlorinators.
- Conducts and records gauge and meter readings and maintains records on specific operations.
- Collects water samples for laboratory and bacteriological analysis.
- Operates pumps and valves to regulate the water flow, pressure and levels throughout the system.
- Maintains, lubricates and assists in equipment and machinery repair.
- Prepares and submits daily operational reports.
- Performs other related duties as required.

**QUALIFICATION STANDARDS:**

- Must have a High School Diploma or GED from an accredited institution.
- Must obtain a "C" Water and Certificate of Competency as required by TCEQ within 1 (one) year.

**SKILLS AND ABILITIES:**

- Some knowledge of water plant facilities operation and maintenance.
- Ability to prepare and maintain work related records and reports.
- Ability to communicate in English & Spanish.
- Ability to collect water samples.
- Ability to work well with others.
- Ability to operate a motor vehicle.

**PHYSICAL REQUIREMENTS:**

- Must be able to sit or stand for prolonged periods of time.
- Must be able to lift 30 lbs.
- Must be able to work outdoors as needed.

**OTHER REQUIREMENTS/INFORMATION:**

- Must possess a valid and current Texas driver's license.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, Motor Vehicle Record (MVR) and criminal background checks are required.
- This position *is covered* by Civil Service; therefore, is subject to the Civil Service Rules and Regulations in addition to all other Webb County Policies.

**SUPERVISORY:**

- Supervised directly by Systems Manager.

**ACKNOWLEDGEMENT:**

**The undersigned have read discussed, and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Title

\_\_\_\_\_  
Printed Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date