



City of Hudson Oaks

Employment Opportunity

Water Operator I

Application Deadline: Open Until Filled

Progressive, growing, professional City seeks inspired, enthusiastic employees who want to support facilities maintenance with field operations, special events and public works in a unique environment. Hudson Oaks is a small, close-knit community of highly involved citizens who have high expectations of and for the city and its municipal government. The City values integrity, customer service, professionalism, and accountability.

Brief position description: The primary duty of this position is as Water Operator I. This position is under the general direction of the Water Superintendent. (A complete job description is available for review on the City's website at www.hudsonoaks.com.)

Minimum Qualifications: A high school diploma or equivalent is required. Must be able to speak, read and write the English language. A Texas Class C driver license is required.

Disqualifiers – Drug Use: Engaged in the use of marijuana in the past 24 months. Engaged in the use of any other illegal drug within the past five (5) years. Engaged in the use of any drug that was prescribed for another - Disqualification will depend on the narcotic used and circumstances of use.

Salary & Benefits: Full-time range for this position is \$16.00/hour depending upon prior related experience.

Testing & Examinations: All applicants will participate in a thorough background investigation, drug screen and other testing as deemed necessary.

To Apply: Complete an application for employment, which is available on the City of Hudson Oaks website at www.hudsonoaks.com. Send application and resume to the City of Hudson Oaks, attn: City Secretary Shelley Scazero TRMC, 210 Hudson Oaks Drive, Hudson Oaks, Texas 76087. Applications may also be submitted by email to Shelley.Major@hudsonoaks.com

City of Hudson Oaks

POSITION DESCRIPTION

Job Title: Water Operator I
Reports to: Water Superintendent
FLSA Category: Full-time
Schedule: 40 hrs/wk;
Date Revised: May 29, 2019

BRIEF DESCRIPTION OF THE POSITION:

Primary duties include maintenance of water infrastructure. Installs or repairs water lines, performs water taps, repairs valves and fire hydrants, reads meters, monitors pump stations, aides in other department assignments and performs work order requests in a timely and professional manner. Communicate with employees and public in a courteous and diplomatic manner; ability to respond in emergency situations, must be able and willing to be on a rotational call schedule. Requires operation of tractors, augers, generators, pumps and other related equipment. Performs manual labor, as required. Assists with installation and repair of water/sewer facilities, including digging and filling of holes, loading and unloading of equipment and supplies, replacement and repair of pumps and tanks, and the operation of heavy construction equipment such as front-end loaders, bulldozers, graders, and/or heavy trenching machines.

ESSENTIAL DUTIES:

Description of job duties
Assist in daily tasks of the utility department.
Assist in repairs of public water system.
Performs water taps, repairs valves, drainage system repair when directed.
Installs and repairs water lines, read meters.
Performs manual labor, such as lifting, digging, and mechanical repairs.
Completion of special projects as assigned by supervisor.

SUPERVISORY RESPONSIBILITIES:

No supervisory responsibilities.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of principles of customer service and ability to provide excellent customer service, even when faced with a challenging or irate customer.
- Ability to plan, organize and complete work.
- Ability to read, write, and speak effectively.
- Ability to operate machinery to perform the essential duties.
- Ability to establish, develop, and maintain successful relationships with co-workers, developers, contractors, citizens, and other customers.

EDUCATION AND EXPERIENCE:

- High School Diploma or equivalent is required

REQUIRED CERTIFICATES AND LICENSES:

- Texas Class C driver license

PREFERRED CERTIFICATES, LICENSES, AND EXPERIENCE:

- TCEQ Class "C" groundwater license
- Two years of established history in a maintenance field preferred

ENVIRONMENTAL AND SAFETY FACTORS:

Daily work is performed in outdoor conditions which include extreme heat, extreme cold, and severe weather.

TOOLS AND EQUIPMENT USED:

Shovel, hand tools, heavy equipment, back hoe, mower, weed eater, edger, and other outdoor maintenance equipment as needed.

DESCRIPTION OF PHYSICAL DEMANDS:

[Frequency: C = Constantly (2/3 or more of the time); F = Frequently (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)].

Physical Demand	Frequency	Description of demand
Standing/Walking	C	As may be necessary to perform essential job duties listed above
Sitting	O	Sitting to work at computer or desk
Lifting/Carrying	F	Carrying objects, machinery, equipment
Pushing/Pulling	F	Digging, intensive labor activities
Reaching	F	Digging, intensive labor activities
Fine Dexterity/Handling	F	Use of wrenches, tools, and meter keys
Crouching/Crawling	F	To access utility lines, meters, equipment, etc...
Climbing/Balancing	O	In use of a Ladder
Twisting	O	To access utility line, meters, equipment, etc....
Kneeling	F	To perform essential duties.
Vision	F	To equipment for essential job duties.
Hearing/Talking	F	Ability to hear and respond to customers in person and over the phone.
Foot Controls	C	To operate a vehicle.

DESCRIPTION OF NON-PHYSICAL DEMANDS:

[Frequency: C = Constantly (2/3 or more of the time); F = Frequently (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)].

F_time pressures

O_irregular schedule

O_frequent change of task

F_tedious exacting work situation

F_performing multiple tasks simultaneously

C_emergency situations

C_danger/physical abuse

F_noisy/distracting environment

C_working closely with others as part of a team

THE CITY OF HUDSON OAKS IS AN AT-WILL EMPLOYER

This position description is not an employment agreement or contract. Management has the exclusive right to alter this position description at any time without notice.