



P. O. BOX 239
Lockhart, TX 78644

Job Description Form

Job Title: Water/WasteWater System Operator

Date: October 1, 2018
Revised date: 05-09-2014
Pay Range: \$11.23 - \$14.09 - \$16.95
Pay Grade: (23) - Non-Exempt

Brief Description of the Job:

Duties include work on the installation and maintenance of water and wastewater utility systems lines, lift stations and equipment.

ESSENTIAL FUNCTIONS: Listed in decending order of frequency; in the strength column: S=Sedentary, L=Light, M=Medium, H=Heavy, VH=Very Heavy for physical demand code see table below.

Essential Functions	% of Time	Strength	Physical Demand Code
1. Make water taps: Dig trenches or holes; assist heavy equipment operator to open hole; put shut off and collar on pipe; drill hole use D-5 tapping machine; cut and finish pipe; backfill over pipe.	45	VH	A,C,D,E,F,G,H J,K,M,N,O,P,Q
2. Replace or install water meters: Dig out meters using pick, shovel, jackhammer; move dirt, debris and rocks; replace or install meter (3/4" - 4" meters) backfill;re-cement if necessary	15	VH	A,C,D,E,F,G,H J,K,M,N,O
3. Unclog sewers using hydrojets, routers and hand rods; uncover pipes, couplings, and connections; push hand rods into main line to find break or clog in line; repair pipe and service leaks; backfill pipe. Repairing, replace man holes Lift station, electrical and pumping equipment.	25	VH	A,C,D,E,F,G,H J,K,M,N,O,P,Q
4. Load and unload truck with materials: pipes, valves, fire hydrants, tools.	10	VH	A,C,D,E,F,G,H K,M,N,O,P,Q
5. Other miscellaneous duties as assigned: clean up equipment and tools at shop Drive from shop to job site.	5	L	A,B,C,D,E,G,H,M,Q B,O,P,Q,T
	100		

A. STANDING D. LIFTING G. REACHING J. KNEELING M. BENDING P. BALANCING S. TALKING B. SITTING E. CARRYING H. HANDLING K. CROUCHING N. TWISTING Q. VISION T. FOOT CONTROLS C. WALKING F. PUSH/PULL I. FINE DEXTERITY L. CRAWLING O. CLIMBING R. HEARING U. OTHER:_____							
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PHYSICAL DEMANDS

JOB TITLE: Water/WasteWater System Operator

OVERALL STRENGTH DEMANDS:

SEDENTARY LIGHT MEDIUM HEAVY Very Heavy X

For each physical demand code listed on Page 1, C=Continuously, F=Frequently, O=Occasionally, and R=Rarely

A. STANDING	<u> C </u>	G. REACHING	<u> F </u>	M. BENDING	<u> F </u>	S. TALKING	<u> C </u>
B. SITTING	<u> O </u>	H. HANDLING	<u> F </u>	N. TWISTING	<u> F </u>	T. FOOT CONTROLS	<u> O </u>
C. WALKING	<u> C </u>	I. FINE DEXTERITY	<u> </u>	O. CLIMBING	<u> O </u>	U. OTHER: _____	
D. LIFTING	<u> F </u>	J. KNEELING	<u> O </u>	P. BALANCING	<u> O </u>		
E. CARRYING	<u> F </u>	K. CROUCHING	<u> O </u>	Q. VISION	<u> C </u>		
F. PUSH/PULL	<u> F </u>	L. CRAWLING	<u> O </u>	R. HEARING	<u> C </u>		

THIS IS A DESCRIPTION OF THE WAY THIS JOB IS CURRENTLY PERFORMED; IT DOES NOT ADDRESS THE POTENTIAL FOR ACCOMODATION.

Physical Demand	Description
Standing/Walking:	On uneven terrain, asphalt, concrete, through water, mud, rocks.
Lifting/Carrying:	9" to 30" pipe (154 to over 200 lbs.) - lifted and carried by 2-3 people to load or unload the truck and to string the pipe out and lay the pipe in the trenches; power saw (28 lbs.); shovel (16 lbs.); 8" gate valve (210 lbs.); 6" gate valve (90 lbs.); 8" by 6" tee (200 lbs.); HTH chloring (up to 100 lbs.); cutting machine, tamper, jack hammer, tools, and other equipment (up to 150 lbs.); fire hydrant; trailer pump; sacrete (90 lbs.) 1 to 5 times per day.
Pushing/Pulling:	Pull pipe in trenches to align; load and unload the truck (see weights above); release tail gate (23 lbs. of exertion) hand brake (50 lbs.pressure); push and pull dirt from trenches to backfill over pipe; push hand rods through sewer pipe (50-60 feet) 1 to 5 times per day.
Reaching/Handling:	Overhead with shovel and dirt (16 lbs.); from trenches; to connect pipe; to weld joints, release tail-gate; operate equipment and use tools. 1 to 15 times per day.
Bending/Twisting:	To lay and connect pipe in trenches; lift and carry pipe and other materials and equipment.
Vision:	To lay out pipe; repair leaks, load and unload truck; to drive.
Kneeling/Crouching:	To lay pipe; connect pipe; operate power saw.
Climbing/Balancing:	Into and out of trenches; into equipment; into dump truck (1st step-18",2nd step-14"); hydrolift (1st step-20")
Sitting:	To drive to and from job sites.
Foot Controls:	To drive (brake-29lbs of exertion, gas pedal - 22 lbs of pressure).

PHYSICAL DEMANDS

MACHINES, TOOLS, EQUIPMENT AND WORK AIDES

Shovel, chains, power saw, iron bar, cutting machine, tapping machine, ditch witch, hydrolift, dump truck, hand tools, tamper, water pump, well pump, jack hammer, shoring equipment, pumps, 2 way radio.

ENVIRONMENTAL FACTORS

Work outside in all weather. Exposed to heat and humidity in the summer, cold weather, rain, ice and snow; HTH chlorine, raw sewage; physical danger from flying debris and work in traffic; vibration when operating tamper and jackhammer, noise from operation of water pumps, backhoes and jackhammers.

PROTECTIVE EQUIPMENT

Steel toed boots, hard hat, ear protection, gloves, eye protection, and safety vests.

NON-PHYSICAL DEMANDS

Frequency Codes: F= Frequent O= Occasionally R= Rarely

Time Pressures	<u>F</u>	Emergency Situations	<u>O</u>
Noisy/Distracting Environment	<u>F</u>	Tedious Exacting Work	<u>F</u>
Performing Multiple Tasks Simultaneous	<u>O</u>	Working Closely with Others as part of a Team	<u>F</u>
Danger/Physical Abuse	<u>O</u>	Irregular Schedule/Overtime	<u>F</u>
Frequent Change of Tasks	<u>F</u>	Other (Description Below:)	<u> </u>

JOB REQUIREMENTS

FORMAL EDUCATION

High School diploma or GED

EXPERIENCE

Knowledge of plumbing and mechanics.

OTHER REQUIREMENTS

Valid Class C State of Texas Drivers License.

Texas Commission on Environmental Quality, have or obtain within 18 months of employment water and wastewater licenses.

Have or obtain Hepatitis A, Hepatitis B, and Tetanus vaccinations within 6 month of employment.

To be available for on-call duty after hours, weekends, holidays and respond within 25 minutes of call-out.

READING

Written instructions; work orders; labels on equipment, supplies, parts and materials.

WRITING

Complete log of work done.

MATH

Measuring pipe to specified length.

OTHER REQUIRED SKILLS:

Reasoning, Supervisory, Managerial, Interpersonal:

No supervisory or managerial skills required. Work with other pipelayers to complete tasks; treat public courteously.

SIGNATURES - REVIEW AND COMMENT

I have reviewed this job analysis and its attachments and find it to be a fair description of the demands of the job.

I have reviewed the experience and qualification requirements of the job and I feel I am qualified.

Employee - Print Name

Signature

Date

Sean Kelley

Water / WW Superintendent

Dept. Head -Print Name and Title

Signature

Date

Comments _____
