

Valley Municipal Utility District #2

100 Hidalgo Avenue
Rancho Viejo, Texas 78575
Phone (956) 350-4136 Fax (956) 350-4575

Title: Water Treatment Plant Operator

Reports to: Chief Operator/Operations Director

Supervisory Role: Supervises the day to day operations of the Surface/Reverse Osmosis Water Treatment Plants including coordination of the weekend and holiday operators, or other employees and contractors who may be performing special projects within the facilities.

FLSA: Non-Exempt

Position Demands: Full time

Job Duties:

- Ensure that the Water Treatment Plants are running in an efficient manner in compliance with all State and Federal Regulations.
- Take samples, perform necessary lab tests and document their results as needed.
- Maintain and update the required Operations Manuals for the Water Treatment Plants.
- Work with the weekend and holiday Operators to gather data for reporting purposes.
- Represent the District to the public, business people, Board members, consultants, and other agencies at the request of the General Manager; provide information that requires the use of judgment, knowledge, and interpretation of applicable policies and procedures. Provide assistance to the Board, as required.
- Prepare any necessary staff reports and documents for the staff meetings.
- Assist in the preparation of reports for the monthly Board of Director's meetings.
- Assist with the preparation and implementation of the Budget.
- Work is mainly performed in an industrial setting. This position requires the ability to lift items up to 75 pounds to waist level, small motors skills; sense of touch, smell, ability to hear and give oral instructions, walking on hard, slippery, and uneven surfaces; working on ladders and scaffolding; climbing ladders and stairs, frequent bending, squatting, and kneeling; working in adverse weather conditions such as full exposure to sun, high humidity, and extreme temperature variations; exposure to loud noises and vibration, and the ability to read instructions and write information on reports.
- Monitor, adjust, and operate water system pumps, motors, and other equipment.
- Accurately read gauges, dials and other instruments that depict and/or record data.
- Service, maintain, and repair a variety of water system equipment, including pumps, valves, motors, filters, and meters.
- Inspect water system equipment and facilities to locate needed repairs, and make repairs to various water system equipment as required.
- Assist the Compliance Coordinator with reporting and record keeping.
- Collect samples and conduct a variety of chemical and physical tests.
- Review and ensure compliance of various District Policies with the Operations Manager and General Manager.
- Perform routine maintenance on District vehicles and machinery.

- Review plans and specifications for water plant projects and make recommendations to the Operations Director and General Manager.
- Coordinate and inspect projects within the water treatment plants.
- Oversee and perform general plant maintenance work, including technical duties and physical duties such as yard work, painting, and carpentry.
- Direct and coordinate the weekend and holiday operators to maintain a smooth flow of plant operations.
- Operate both heavy and light equipment such as the backhoe, the crane, all-terrain vehicles, mowers, trimmers, chainsaws, hand tools, etc.
- Assist with the reading of water meters as required.
- Assist the Operations Director and General Manager in ongoing safety and injury prevention efforts, including maintaining safe facilities.
- Assist the Operations Director and General Manager with disaster preparedness.
- Build and maintain a positive working relationships with co-workers, other District employees and the public using principles of good customer service and respect.
- Independently employ good judgment and make sound decisions in accordance with established procedures and policies.
- Must possess a valid Texas Driver's License.
- This position may require working at any time of the day or night and on holidays or weekends.
- Ability to operate the Wastewater Treatment Plant in a back-up or weekend capacity under the supervision of the normal operator.
- Ability to understand and follow directions.
- Ability to troubleshoot problems and work alone or with others to solve them.
- Coordinate the storage of tools, equipment, and materials with District personnel within the grounds of the plants.
- Perform other duties as assigned.

Required Knowledge:

- Familiarity with applicable State Laws and Codes including, but not limited to: the applicable chapters of the Texas Administrative Code and Texas Water Code.
- Familiarity with OSHA Safety Standards and Practices.
- Ability to communicate clearly in English, both orally and in writing.
- Ability to communicate clearly, orally in Spanish

Education Requirements:

- High School diploma or equivalent required.
- A Bachelor's Degree in Engineering, Environmental Science, Chemistry, or Biology is preferred but not required.
- Must hold at least a Class 'C' License for Water and a Class 'C' License for Wastewater.