

UTILITY OPERATOR

TOWN OF ADDISON



972.450.2817
for more information



Please apply online at
www.addisontexas.net



Apply in person at:
5300 Belt Line Road
Dallas, Texas 75254

ABOUT THE POSITION

The Infrastructure and Development Services department is seeking a Utility Operator candidate at either the Utility Operator I or Utility Operator II level, based on qualifications. The essential functions, minimum qualifications, and salary information for each level are detailed on the following pages.

Under general supervision, performs a wide variety of maintenance and repairs associated with water distribution and wastewater collection systems.

UTILITY OPERATOR I ESSENTIAL FUNCTIONS

Essential duties and responsibilities may include, but are not limited to, the following:

- Performs all tasks as related to the repair & maintenance of water & wastewater mains & services.
 - Demonstrates the ability to be trainable on all equipment related to the maintenance & repairs of water & wastewater mains & services.
 - Follows directions in setting up Traffic Control in compliance with the Texas Manual on Uniform Traffic Control Devices (TMUTCD).
 - May assist in training of other personnel.
 - May conduct monthly water sampling, wastewater meter readings, & assist in the repair & maintenance of pump stations.
 - Reads & interprets various charts, dials, & gauges in the pump stations; reports the readings to the proper individual(s). Watches for unmetered or illicit use of water supplies.
 - May pick up needed materials & deliver to job sites.
 - Uses a variety of hand & power tools as related to the repair & maintenance of water & wastewater mains & services.
 - Cleans & maintains tools, equipment, & all work areas.
 - Reads maps & blueprints (with assistance).
 - Responsible to learn department procedures & safety practices, & to obtain the necessary licensing.
 - Performs related duties as required or assigned.
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UTILITY OPERATOR II ESSENTIAL FUNCTIONS

Essential duties and responsibilities *may* include, but are not limited to, the following:

- Performs all tasks related to the repair and maintenance of water and wastewater mains and services.
- Operates all equipment related to the maintenance and repairs of water and wastewater mains and services.
- Follows instructions to set up traffic control devices in compliance with the Texas Manual on Uniform Traffic Control Devices (TMUTCD)
- Monitors operations of the pump stations.
- May assist in training of personnel. May conduct monthly water sampling, wastewater meter readings, and assist in the repair and maintenance of pump stations.
- Reads and interprets various charts, dials, and gauges in the pump stations; takes whatever action is indicated by the readings with some assistance.
- Watches for unmetered or illicit use of water supplies.
- Uses a variety of hand and power tools as related to the repair and maintenance of water and wastewater mains and services.
- Serves as on-call as assigned.
- Performs related duties as required or assigned.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed throughout the Town of Addison and requires a high level of physical exertion, may be required to load and unload objects weighing up to 100 pounds. Work is performed outdoors in all weather conditions, and may require entry into confined spaces and extreme heights.

UTILITY OPERATOR I MINIMUM QUALIFICATIONS

Education, Training, and Experience Guidelines

High school diploma or GED equivalent; AND one (1) year of maintenance and repair experience preferably in municipal utility or water system; OR an equivalent combination of education, training, and experience. Ability to establish and maintain harmonious relations with fellow employees, Town officials, and outside contractors. Safe driving record. Clear criminal background check and clear pre-employment drug screen.

Knowledge of:

- Work safety practices, procedures, and protocols.
- Applicable local, State, and Federal laws, codes, regulations, and ordinances.
- Materials, tools, and equipment used in utility system repair and maintenance.

UTILITY OPERATOR I MINIMUM QUALIFICATIONS, CONTINUED

Skill in:

- Interacting tactfully and professionally with the public.
- Working safely with hand and power tools and equipment.
- Establishing and maintaining effective working relationships.
- Communicating effectively both verbally and in writing.

License and Certification Requirements

- Valid Texas Class C Operator Driver's License is required.
- Must possess or obtain the following certifications within 1 year of appointment:
- Texas Class D Water License and Texas Class B Commercial Driver's License with Air Brake Endorsement.
- Completion of the Eight hour Confined Space Entry Class will be required as condition of continue employment.
- Completion of the Work Zone Traffic Control Class will be required as condition of continue employment.

UTILITY OPERATOR II MINIMUM QUALIFICATIONS

Education, Training, and Experience Guidelines

High school diploma or GED equivalent; AND two (2) years of experience maintaining and repairing underground utilities or water and wastewater systems; OR an equivalent combination of education, training, and experience. Ability to establish and maintain harmonious relations with fellow employees, Town officials, and outside contracts. Safe driving record. Clear criminal background check and clear pre-employment drug screen.

Knowledge of:

- Work safety practices, procedures, and protocols.
- Applicable local, State, and Federal laws, codes, regulations, and ordinances.
- Materials, tools, and equipment used in utility system repair and maintenance.

Skill in:

- Interacting tactfully and professionally with the public.
 - Working safely with hand and power tools and equipment.
 - Establishing and maintaining effective working relationships.
 - Communicating effectively both verbally and in writing.
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UTILITY OPERATOR II MINIMUM QUALIFICATIONS, CONTINUED

License and Certification Requirements

- Must possess a Texas Class B Commercial Driver's License with Air Brake Endorsement
- Texas Commission on Environmental Quality (TCEQ) issued Class D Water Distribution license
- TCEQ issued Wastewater Collection I license.
- Customer Service Inspection (CSI) Certification,
- Completion of the Eight hour Confined Space Entry Class, and completion of the Work Zone Traffic Control Class will be required as condition of continued employment.

ATTENDANCE REQUIREMENTS

This is a nonexempt position. Routine schedule is 40 hours per week, Monday through Friday. Schedule may be modified if department needs arise. May be required to work overtime if needed.

BENEFITS & SALARY INFORMATION

- Utility Operator I: \$31,308.16-\$46,962.24 annually
- Utility Operator II: \$34,517.60-\$51,777.44 annually
- Competitive compensation package with partially paid Health & Dental Insurance for employee from date of hire.
- Addison participates in the Texas Municipal Retirement System (TMRS) with a 7% employee contribution with 14% Town contribution at retirement. Fully vested after 5 years.
- Optional deferred compensation 457 Plan with Town contribution after new hire trial period.
- Tuition reimbursement program at 50% of tuition cost.

APPLICATION PROCESS

To apply, please submit an online application at www.addisontexas.net and attach your resume and letter of interest. The Town of Addison is seeking either a **Utility Operator I**, or **Utility Operator II** dependent upon qualifications. Select either Utility Operator I or Utility Operator II when applying, based upon the criteria listed under minimum qualifications. For additional information, please contact Caitlin Kite at 972.450.2817.

The Town of Addison is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, religion, age, or disability in employment or the provision of services.

