



**CITY OF HALLSVILLE**  
115 West Main Street, PO Box 899, Hallsville, Texas 75650

## **WATER/WASTE WATER OPERATOR**

### **JOB DESCRIPTION**

The City of Hallsville, Texas is seeking a Water/Waste Water Operator with a passion for public service. We are a Type A, General Law City with a population of approximately 3500+ in East Texas. Under general direction of the Public Works Director, the Water Operator is responsible for: (1) checks pump stations daily for proper operation; (2) obtains reading and calculations at pump stations daily; (3) maintain and cleans pump stations when needed; (4) obtains readings from water meters as requested, (5) performs turn-offs/turn-ons on a monthly basis, (6) must possess and maintain a "C" water and waste water license, (7) cleanings and maintains lift stations as needed, (8) maintains UV building as needed, (9) maintains pond banks and rock filters, (10) checks DO weekly, (11) checks PH twice weekly, (12) obtains daily readings off flow charts, (13) checks all generators for proper operation, (14) on call 24hours/7 days a week for water leaks and emergencies and rotating weekend duties, (15) maintain proper service on company vehicle, (16) maintain proper service on all equipment, (17) assists office personnel on a daily basis, (18) repair water meters when needed. The Operator must adhere to City policies and procedures and work effectively with other City departments and fellow employees. Starting pay will depend on qualifications. This is considered a full-time position with City benefits. Employment application **and** resume may be emailed to [citysecretary@hallsville.us](mailto:citysecretary@hallsville.us), mailed to Attn: City Secretary, PO Box 899, Hallsville, TX 75650 or dropped off at 115 West Main Street, Hallsville, TX. Applications can be found on the City's website at [www.cityofhallsvilletx.com](http://www.cityofhallsvilletx.com).

### **JOB REQUIREMENTS**

#### **Education, Training, Experience:**

Candidates should possess a strong customer service background, good people and communications skills and be equipped to handle the multiple tasks and duties of a Water/Waste Water Operator. Applicant must be at least 18 years of age, a High School diploma, 5 years Water/Waste Water experience, Class "C" Water/Waste Water license and a valid driver's license.

Job posting opened until position is filled.