

# CITY OF HALLSVILLE

---

**JOB DESCRIPTION:** Operator --

**DEPARTMENT:** Water

Serves as an operator in waste water and water system within the city; performs daily operations at the city's sewer plant and water system; takes reading at pump stations daily; checks lift stations daily for proper operating functions; on call 24 hours/7 days a week in case of water emergencies; obtains reading from water meters as requested daily; performs monthly turn-offs/turn-ons; and performs related work as required.

## **GENERAL PURPOSE**

Performs a wide variety of duties associated with the city's waste water and water system.

## **SUPERVISION**

Works under the supervision of the Waste Water and Water Superintendent

## **REQUIRED DUTIES AND RESPONSIBILITIES**

### **WATER**

- Checks pump stations daily for proper operation
- Obtains reading and calculations at pump stations daily
- Maintains and cleans pump stations when needed
- Obtains reading from water meters as requested
- Performs turn-offs/turn-ons on a monthly basis
- Must maintain a "C" water and sewer license

### **SEWER**

- Cleans and maintains lift stations as needed
- Maintains UV building as needed
- Maintains air blowers daily
- Maintains pond banks and rock filters
- Checks DO weekly
- Checks PH twice weekly
- Obtains daily readings off flow charts
- Checks all generators for proper operation
- On call 24 hours/7days a week for water leaks and emergencies
- Maintain proper service on company vehicle
- Maintain proper service on all equipment
- Assists office personnel on a daily basis
- Repair water meters when needed
- Must maintain a "C" water and sewer license

## **HOURS**

8:00 AM - 5:00 PM Monday thru Friday

As needed/On Call 24/7

## **EMPLOYEE HANDBOOK**

Have read and understand and is required to be in compliance with handbook at all times