

*****CROSS TIMBERS WATER SUPPLY CORPORATION***
2032 E HICKORY HILL RD
ARGYLE, TEXAS 76226-3125
PHONE: (940) 584-0780 FAX: (940) 584-0781**

JOB TITLE: WATER WORKS/FIELD OPERATOR JOB DESCRIPTION

JOB RESPONSIBILITIES

- Perform necessary/various repairs to the Cross Timbers Water Supply Corporation Pump Stations/Distribution System.
- Learn meter routes and accurately read all meters on a scheduled monthly or as needed basis in the Cross Timbers Water Supply Corporation service area
- Learn and become familiar with TCEQ regulations regarding public drinking water systems and principles of disinfection.
- Locates lines and other water infrastructure as is necessary for repairs, replacement, or additions.
- Perform “on call” (24 hour) duty as scheduled. “On call” duty will involve at least one (1), if not more than one (1), weekend per month.
- Prepares daily reports of operations of wells, pumps, electrical usage, and such others reports as needed.
- Knowledge of computers, iPads, Smartphone operations; must be able to prepare reports, using Word, Excel Spreadsheet and Outlook email. Good written and verbal communications skill required.
- Learn to operate backhoe and such other equipment, necessary to the operation and maintenance of the water system, if not currently trained.
- Work with ammonia, granular chlorine and liquid chlorine or chlorine gas as used in potable water disinfection in a safe manner.

JOB REQUIREMENTS

- Report Management for any perceived problems with the water system or water operations.
- Take an action to resolve repair work orders in accordance with Corporation Policies and Procedures
- Maintains telephone contact with the office/answering service and responds to work orders and emergencies, as necessary.
- Must have or be able to obtain a Texas Commercial Driver’s License (CDL) if required.
- Must be able to obtain other necessary licenses, certifications, as required by Texas State, federal regulations, e.g. *Trench Safety Certification*.
- Must have or be able to obtain appropriate Texas Commission on Environmental Quality (TCEQ) licenses for Ground Water Treatment Operator – Class D within 6 months; Class C Ground Water Treatment Operator within 1 year after obtaining a Class D license.
- Relays information from developers, utility contractors, and/or water customers to either the Water Superintendent or General Manager for appropriate action.

- Take action to resolve requests in accordance with Corporation Policies and Procedures
- Works in an “on-call” capacity as a part of a field personnel rotation.
- Work outdoors most of the time and under all types of environmental conditions.
- Must reside within a reasonable driving distance (1 hour or less) of the service area to allow adequate emergency response time.
- Background check and Driving Record will be required prior to hiring.

OVERVIEW OF BENEFITS*

- Paid Hourly (based on qualifications and experience)
 - Paid Vacation and Sick Leave
 - Paid Corporation Holidays
 - Training provided.
 - Health Care
 - Dental, Vision & Life Insurance
 - Retirement Benefits
 - Corporation Vehicle Available for “On Call”

***BENEFITS APPLY AS PER CROSS TIMBERS WATER SUPPLY CORPORATION POLICIES.**

CALL FOR APPOINTMENT FOR AN INTERVIEW IF QUALIFIED AND INTERESTED.