

Public Water Supply District No. 3 of Johnson County

Water & Wastewater System Operator II

Hourly Range (DOQ): \$25.00 - \$40.00

POSITION OVERVIEW:

This position will work with water and wastewater treatment, water distribution, and wastewater collection. Duties include operating and maintaining groundwater wells, reading meters and the performance of basic and semi-skilled maintenance and preventative maintenance tasks.

PRIMARY DUTIES

- In charge of inventory and assist with replacing as needed.
- Responsible for documenting and performing maintenance on vehicles and equipment according to manufacture specifications.
- Periodically check the office for any work order(s) needing to be completed.
- Locate lines as requested by Missouri One-Call customer request. Request Mo One-Call locates for our dig sites and keep current renewals for efficient time management.
- Maintain all water lines. (Example: repair broken/leaking lines, document and make recommendations of needed repairs.)
- Installation and maintenance of service connections.
- Perform clean up and patch work where work has been performed (yards and streets).
- Read meters, change meters, download reading history, and troubleshoot.
- Keep General Manager informed of daily activities.
- Present a professional image in daily activities with customer base.
- Be knowledgeable of all District policies and regulations, and abide by them.
- Complete work orders and document thoroughly.
- Perform general maintenance on all District buildings and property.
- Pick-up all trash and debris on District property and locations where work has been performed.
- Will work in an on call rotation for calls after hours, weekends, and holidays. These calls will be handled in a strict and timely process to provide excellent customer service.
- Assist with updating all district plans.
- In charge of on-site work when General Manager requests.
- Assist with training other staff on safety procedures and monitor on-site workers for safe procedures.
- Work on/with wells, booster pumps, and telemetry.
- Wastewater maintenance, testing, repairs, lift stations, and wastewater treatment plant operations.
- Assist with all MoDNR required sampling for Water Quality Assurance.
- Other duties as assigned by the General Manager.
- Coordinate with office staff on scheduled water outages.
- Keeps Well Log, Lagoon System records, and complete all required documents.

Public Water Supply District No. 3
106 SE 421 Road Warrensburg, MO 64093
Ph: 660.429.2494 Fx: 660.429.2978
admin@pwsd3.com www.pwsd3.com

Public Water Supply District No. 3 of Johnson County

GENERAL DUTIES:

- Be responsible in arriving and leaving work on time and completing time sheets.
- Present a professional image in daily activities.
- Maintain proper maintenance on company vehicles and equipment.
- Schedule time off in advance with General Manager's approval.
- Work with fellow employees in a professional manner.
- Always be professional with public communications.
- Clean all District property as needed.
- Excellent organization, communication, and computer skills.
- Must possess excellent time management skills.

ABILITY TO:

- Learn job-related material primarily through oral instruction and observation in an on-the-job training setting.
- Achieve related licenses within a reasonable period of time. The District will offer training for new hire.
- Lift up to 50 pounds.
- Work in a variety of weather conditions with exposure to the elements.
- Make simple mathematical calculations.
- Work cooperatively with other employees and the public.
- Understand and follow oral and written instructions in the English language.
- Communicate verbally with co-workers, customers, and/or the public.
- Hold a Treatment License, Distribution License, CDL License.
- Work closely with the General Manager on scheduling and efficiently planning to accomplish tasks as assigned.

To be classified as a Maintenance Operator II the employee must be above average in dependability and willingness to support the overall goals set forth by the General Manager.

PWSD No. 3 provides a competitive salary, excellent benefits and is an equal opportunity employer. Applications can be sent to 106 SE 421st Rd. Warrensburg, MO 64093.

Public Water Supply District No. 3
106 SE 421 Road Warrensburg, MO 64093
Ph: 660.429.2494 Fx: 660.429.2978
admin@pwsd3.com www.pwsd3.com