



# EMPLOYMENT NOTICE

**The City of Manor is seeking a qualified applicant for the position of Utility Operator I, II and III.**

The Utility Operator performs daily operations relating to the City's municipal water system including complying with all state and federal regulations and fulfills a variety of duties associated with general maintenance of water and wastewater collection system infrastructure.

**Essential Functions:**

Duties include, but are not limited to:

- Assist with repairing water/wastewater lines; maintain and repair meter boxes and water/wastewater facilities.
- Conduct water quality tests and record results in accordance with established schedules and procedures
- Performs repairs to lines, booster pumps and lift stations. This may include but is not limited to electrical, plumbing and construction maintenance, operation and repairs.
- Reads gauges, charts, blueprints, meters and other metering devices.
- Operates a variety of commercial equipment including but not limited to tractors, front-end loaders, backhoes, skid-loader and other equipment for a variety of construction and maintenance operations involving water and sewer system maintenance and repairs.
- Conducts safety inspections of vehicles and equipment, set up traffic safety devices such as cones, signs, and barricades as necessary. Redirect traffic as needed. Wear protective and safety gear as indicated for the work assigned.
- Prepares, gathers and transports tools, materials, supplies and equipment necessary to complete work assignments.
- Cleans and repairs work site upon completion of construction including laying grass, replanting trees, and washing down the street.
- Perform difficult manual labor and skilled tasks that require use of lifting heavy objects, stooping, bending and twisting.
- Troubleshoots and identifies water and wastewater flow problems, performs corrective action.
- Perform on-Call duties as assigned, including rounds.
- May be actively involved in emergency operations.
- Performs other duties as assigned.

**Education/Experience Required:**

- High School diploma/GED required.
- Two (2) years of experience in maintenance/construction or equivalent experience.
- Utility Operator I - TCEQ Water Operator D License or ability to get within 1 year; Utility Operator II - TCEQ Water Distribution C License plus two years in water utility operations; Utility Operator III – TCEQ Water Distribution B License plus five years working in water utility operations.

**Other Requirements:**

- Valid Texas Class C Driver’s License with satisfactory driving record, as defined by City policy.
- Proof of citizenship and/or eligibility to legally work in the United States.

**Department: Water/Wastewater**

**Essential Personnel**

**Location: Manor, Texas**

**Job Status: Full-Time**

**Salary: \$23.31- \$29.28**

**Schedule: Monday – Friday, 7:30 AM – 4:30 PM**

**Job Close Date: Open until filled**

For a complete job description, please contact the City of Manor Human Resources Department at (512) 272-5555.

All applicants must complete an employment application and submit it to the Human Resources Department at 105 E. Eggleston St. or by mail at P.O. Box 387, Manor, Texas 78653 or via the website at [www.manortx.gov](http://www.manortx.gov).

City of Manor is committed to compliance with the American Disabilities Act & Accommodations Act. If you require reasonable accommodation during the application process or have a question regarding an essential job function, please contact the Human Resources Department at (512) 272-5555.

**The City of Manor is an Equal Opportunity Employer**