



EMPLOYMENT NOTICE

The City of Manor is seeking a qualified applicant for the position of Water/ Wastewater Operator I, II, & III.

The Water and Wastewater Operators perform daily operations relating to the City's municipal water system and Wastewater Treatment plant and wells, including complying with all state and federal regulations. The Operator fulfills various duties associated with general water and wastewater collection system infrastructure maintenance.

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/wastewater quality tests and record results by established schedules and procedures.
- Performs repairs and maintenance to wastewater collection systems, booster pumps, generators, fire hydrants, 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, trenchers, front-end loaders, backhoes, bobcats, skid-loaders, and other equipment for a variety of construction and maintenance operations involving water and sewer system maintenance and repairs.
- Conduct safety inspections of vehicles and equipment and 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 lifting heavy objects, stooping, bending, and twisting.
- Troubleshoots and identifies water and wastewater flow problems and performs corrective action.
- Assist/Backup Meter Technician when needed – cut-offs and reconnects at water meters, read meters, sewer backups/water leaks.
- 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.
- TCEQ Water Operator Class D, C, B Distribution License or TCEQ Wastewater Collection Class III, II License.
- Must obtain a Water Class D or WW Class III license within six months of employment.
- Any similar combination of education and experience.

Other Requirements:

- Valid Texas Class C Driver's License with a satisfactory driving record, as defined by City policy.
- Proof of citizenship and eligibility to legally work in the United States.
- Pass a pre-employment drug screen and non-DOT physical.

Department: Water/Wastewater

Location: Manor, Texas

Job Status: Full-Time

Hourly rate: DOQ \$ 22.74-\$28.57

Schedule: Monday – Friday, 8:00 AM – 5:00 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 email at jobs@manortx.gov. Resumes will not be accepted instead of COM Applications.

The 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