



# EMPLOYMENT NOTICE

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

The Wastewater Treatment Operator is responsible for operating, monitoring, maintaining, and troubleshooting the equipment. The Operator ensures that wastewater is safely treated to meet the permit requirements for discharge into the sewer system.

## **Essential Functions:**

**NOTE: Regular attendance is considered an Essential Function for this position.**

Duties include, but are not limited to:

- Collect samples from the treatment plant or distribution system.
- Perform routine water quality analysis, sample custody, data entry and recordkeeping.
- Interpret water quality results
- Organize functions and activities related to environmental management, maintenance preventive activities and water quality for assigned facility
- Investigate water quality complaints and determine the course of action needed
- Maintain all applicable lab certifications, accreditations, or approvals to conduct compliance and process quality control work
- Follow current programs to ensure environmental compliance
- Assist in resolving treatment issues
- Monitor, calibrate, and troubleshoot analyzers, equipment, etc., to ensure established standards of performance and accuracy are maintained
- Perform general system maintenance of equipment, including but not limited to Pumps, Screw presses, airlifts, Cloth filters, Transfer pumps, and Chemical Injection pumps.
- Use of water treatment chemicals as needed
- Learn relevant local and company requirements, rules, and procedures. Strictly follow the rules and guidelines and always use the right method for the job. Promptly report incidents, near-misses, and unsafe conditions or processes. City of Manor employees, regardless of level, position, or tenure, uphold safety standards, regulations, and policies.
- May be assigned to other projects and duties.
- 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](mailto:jobs@manortx.gov). Resumes will not be accepted except for 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**