



EMPLOYMENT NOTICE

The City of Manor is seeking qualified applicants for the position of Wastewater Treatment Operator I, II and III.

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

Essential Functions:

Duties include, but are not limited to:

- Collect daily, weekly and monthly samples from the city's wastewater treatment facilities
- Conducts routine wastewater quality analysis and completes chain of custody forms as needed
- Performs repairs and modifications to wastewater treatment facilities, including pumps, screw press, cloth filters, airlifts, and chemical injection devices
- Reads gauges, charts, blueprints, meters and other metering devices.
- Help with troubleshooting in resolving treatment issues.
- Conduct 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.
- Maintains cleanliness in and around treatment facilities and wastewater treatment lab
- Perform difficult manual labor and skilled tasks that require use of lifting heavy objects, stooping, bending and twisting
- Learn relevant city policies, rules and requirements. Strictly follow rules and regulations at the local, state and federal level
- Properly report incidents and unsafe conditions or processes to supervisor
- 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.
- Operator I - TCEQ Wastewater Treatment D License or ability to get within 1 year; Operator II - TCEQ Wastewater Treatment C License plus two years in wastewater treatment operations; Operator III – TCEQ Wastewater Treatment B License plus five years working in wastewater treatment 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.
- Subject to a pre-employment drug screen and non- DOT physical.

Department: Water/Wastewater

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.

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