



Title: Waste Water Operator III

FLSA STATUS: Non-Exempt Revised: 2/2025

SAFETY STATUS: Safety Sensitive Position

BRIEF DESCRIPTION:

The purpose of this position is to maintain the Wastewater Plant and the Collection System for the City of Hondo. The Waste Water III position is responsible for monitoring equipment, operating equipment, recording data, collecting samples, and system process control, in compliance with regulatory agency guidelines and closing and submitting work orders for corrective maintenance. Will be required to work hours other than regular schedule such as days, nights, weekends, holidays, on-call and rotating shifts.

REPORTS TO:

This position reports to the Wastewater Superintendent

SUPERVISES:

This position may be required to fulfill lead operators duties

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions	% of Time
1	H	Maintains waste water system for the city by identifying problems; digging around problem areas; cutting and replacing lines and pipes; covering dug up areas with use of equipment such as backhoe and vactor truck; inspecting pumps and other components to ensure proper functioning; and replacing UV lights as needed. Performs other assigned duties as assigned.	60%
2	M	Analyzes and monitors wastewater treatment system processes, and identifies and implements simple process adjustments. Operates and maintains process equipment. Records readings. Collects, preserves and stores samples. Performs basic laboratory analysis. Raking and the disposing of sludge. Treatment plant housekeeping duties such as grass cutting, washing equipment, cleaning offices. Maintains trucks, tractors and other heavy equipment.	40%



JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Work requires knowledge necessary to understand intermediate operational, technical, or office processes. High school diploma or equivalent.
Experience	3 years of Wastewater experience
Supervision	Work requires the occasional direction of other employees, and/or on-call personnel.
Human Collaboration Skills	Work requires contact with internal and external customers, vendors, and regulatory agencies. Establishes and maintains effective working relationships and public relations.
Freedom to Act	Receives Direction: Within this job, the employee normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. The employee has some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion.
Technical Skills	Intermediate: Work requires the use of standard technical skills appropriate to the work environment of the organization.
Fiscal Responsibility	Has no budgetary/fiscal responsibility.
Reading	Intermediate: Ability to read papers, periodicals, journals, manuals, dictionaries, thesaurus. Such education is obtained in elementary school up to high school. However, it may be obtained from college level study.
Math	Intermediate: Calculates intermediate level mathematics, such as calculations using decimals, fractions and simple algebraic equations..
Writing	Intermediate: Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar. Needs to be able to communicate effectively, verbally and in writing. Have the ability to use word processing software
Certification & Other Requirements	Valid TX Class C driver's license; TCEQ Waste Water Class C License Must demonstrate reliable and consistent attendance.



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-

Sedentary	Light	Medium	Heavy	X	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.		Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C Continuously 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	C	observing work site, observing work duties
Sitting	R	desk work, driving
Walking	C	around work site
Lifting	F	supplies, equipment
Carrying	F	supplies
Pushing/Pulling	C	hose
Reaching	C	for supplies
Handling	C	paperwork
Fine Dexterity	C	calibrating equipment
Kneeling	R	retrieving items from lower shelves/ground
Crouching	R	under equipment, inside attics/pipes/ditches
Crawling	R	under equipment, inside attics/pipes/ditches
Bending	C	retrieving items from the ground
Twisting	F	getting inside vehicle
Climbing	O	onto equipment
Balancing	C	on equipment
Vision	C	observing work site, reading
Hearing	C	communicating with co-workers and public and on telephone, listening to equipment
Talking	C	communicating with co-workers and public and on telephone
Foot Controls	C	driving, operating heavy equipment
Other (specified if applicable)		

City of Hondo, TX



MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

City vehicle, shovel, backhoe, tractor, hand tools, trencher equipment, vactor truck

ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
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D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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-Health and Safety Factors-

Mechanical Hazards	F
Chemical Hazards	F
Electrical Hazards	R
Fire Hazards	R
Explosives	N
Communicable Diseases	F
Physical Danger or Abuse	F
Other (see 1 below)	N

(1) N/A

-Environmental Factors-

Respiratory Hazards	D
Extreme Temperatures	D
Noise and Vibration	D
Wetness/Humidity	D
Physical Hazards	D

PROTECTIVE EQUIPMENT REQUIRED:

Hard hat, gloves, steel-toe boots, safety glasses, mask, body suit, Safety Vest

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
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-Description of Non-Physical Demandes

-Frequency-

Time Pressure	F
Emergency Situation	R
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	R
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 2 below)	N

(2) N/A

PRIMARY WORK LOCATION:

Office Environment		Vehicle	X
Warehouse		Outdoors	X
Shop	X	Other (see 3 below)	
Recreation/Neighborhood Center			

(3)N/A

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SIGNATURE – REVIEW AND COMMENTS:

I have reviewed this description and understand the requirements and responsibilities of the position.

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date

Job Title of Department Head

Signature of Department Head

Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.