**Water Production Operator I Standard Job Description**

**Classification Title:** Water Production Operator I

**FLSA Exemption Status:** Non-Exempt

**Pay Grade:** 7

**Minimum Pay:** $17.99

**Job Description Summary:**

The Water Production Operator I, under general supervision, operates water producing wells and services pumps to maintain a dependable water supply to the campus.

**Essential Duties and Tasks:**

**45%: Maintenance & Repair**

* Assists in maintenance, installation, repair, and operation of all equipment at wells, pump stations, and associated facilities. This will require driving a university vehicle to various locations on and off campus.

**25%: Daily Rounds & Readings**

* Learns and assists with daily rounds, chlorine residual readings, and bacteriological sample collection. This will require driving a university vehicle to various locations on and off campus.

**10%: Housekeeping & Safety**

* Performs miscellaneous duties such as cleaning and mopping floors, dusting, and painting.
* Contributes to a safe work environment by reporting accidents and unsafe working conditions, using proper personal protective equipment, following safety procedures outlined in Material Safety Data Sheets, and participating in safety training.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* High school graduation or any equivalent combination of training & experience.

**Required Licenses and Certifications:**

* Valid Class “C” Texas Driver's License or the ability to obtain within 30 days of employment.

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Ability to communicate clearly and effectively to ensure understanding.
* Strong interpersonal and organizational skills.
* Working knowledge of spreadsheet/data software (MS Excel).

**Machines and Equipment:**

* Well, Pump, and Other Service Tools

**Physical Requirements:**

* Requires lifting and/or moving of items of medium weight.
* Requires the ability to climb stairs and ladders.

**Other Requirements and Factors:**

* Working knowledge of spreadsheet/data software (MS Excel).
* Must be willing to work rotating shifts, work independently, and make operational decisions and reports.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**