

CITY OF NEEDVILLE

Department: Public Works / Utilities
Position Title: Water / Wastewater Operator
FLSA Status: Non-Exempt
Employment Type: Full-Time

JOB SUMMARY

Under general supervision, performs skilled and semi-skilled work in the operation, maintenance, and repair of the City's water distribution system, wastewater collection system, and related facilities. This position supports daily utility operations, regulatory compliance, and emergency response activities to ensure safe and reliable service to the public.

Operators in a small municipal system are expected to perform a variety of duties across water and wastewater operations and must be able to respond to system issues during normal business hours and after hours, as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Operate, monitor, inspect, and maintain water and wastewater systems, equipment, and facilities
 - Collect water and wastewater samples and perform routine field and laboratory testing (e.g., chlorine residual, pH, temperature)
 - Record operational data, meter readings, and test results accurately and maintain required logs and reports
 - Assist with maintenance and repair of water distribution lines, valves, hydrants, lift stations, and wastewater collection lines
 - Perform routine inspections to identify leaks, system failures, or unsafe conditions
 - Assist with emergency repairs, main breaks, sewer overflows, and service interruptions
 - Operate light and medium-duty equipment and tools used in utility maintenance
 - Perform utility locates and assist with excavation and backfill as needed
 - Follow all applicable safety procedures, including confined space entry and use of required personal protective equipment
 - Comply with TCEQ, EPA, and City regulations and policies
 - Participate in an on-call rotation and respond to after-hours, weekend, and holiday emergencies as required
 - Communicate courteously and effectively with coworkers, supervisors, contractors, and the public
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OTHER DUTIES

- Maintain cleanliness of work areas, tools, and equipment
 - Assist other Public Works functions as assigned
 - Perform related duties as required to support utility operations
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MINIMUM QUALIFICATIONS

Education

- High School Diploma or GED required

Licenses & Certifications

- Valid Texas driver's license required
- Must possess a TCEQ Water and/or Wastewater Operator License D **or** be able to obtain certification within 90 days as a condition of employment

Experience

- Prior experience in municipal water or wastewater operations, utility maintenance, or related field preferred
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KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of basic water and wastewater system operations
 - Ability to operate and maintain utility equipment and tools safely
 - Ability to read meters, gauges, maps, and work orders
 - Ability to follow written and oral instructions
 - Ability to work independently and as part of a team
 - Ability to respond calmly and effectively in emergency situations
 - Mechanical aptitude and problem-solving skills
 - Ability to maintain accurate records
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WORKING CONDITIONS & PHYSICAL DEMANDS

- Work is performed indoors and outdoors in varying weather conditions, including extreme heat and cold
- Position requires physical labor including lifting, bending, climbing, kneeling, and working in confined spaces

- May involve exposure to chemicals, wastewater, noise, traffic, and construction hazards
 - Must be able to lift and carry equipment and materials as required for utility work
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ADDITIONAL INFORMATION

This job description is not intended to be an exhaustive list of duties, responsibilities, or qualifications. Duties may vary based on operational needs.

Applications must be completed through the City of Needville. Resumes will not be accepted in lieu of a completed application. This position is open until filled and may close at any time.