

**JOB DESCRIPTION
FOR
EAST CENTRAL SPECIAL UTILITY DISTRICT
HEAVY EQUIPMENT OPERATOR I**

Minimum

Qualifications: Skills in operation of a complete water system including fixing plant, pumping stations, distribution facilities, and personnel management. Must have at least a Class D Water Operator License issued by the State of Texas within the first year of employment and a Class A CDL driver license.

Reports to: Operations Manager and Distribution Manager

Job Goal: To function as a Heavy Equipment Operator of the East Central Special Utility District and be responsible for the effective execution of the policies adopted by the Board of Directors. Shall operate the equipment of the water system in an efficient and economical manner and provide the utmost of service and goodwill to the membership.

- Duties:**
1. Repair and maintain all existing water lines, repair meter leaks and plant equipment.
 2. Install all Board approved requests for meter service and line extension.
 3. Participates in meter readings, meter cut-offs/turn-ons and reinstalls.
 4. Supervise field personnel as they perform their duties.
 5. Ensure that all work is completed in an efficient and timely manner.
 6. Communicate effectively with team members and supervisors.
 7. Operate heavy machinery in a safe and effective manner.
 8. Perform routine maintenance and inspections on equipment.
 9. Always follow and promote safety standards.
 10. Time management skills to complete tasks within project deadlines.
 11. Repair and maintain all existing and new equipment used to maintain the water system.
 12. Execute daily work orders and ensure that business office personnel receive necessary information to accurately address customer concerns and issues.
 13. Maintain pump station and office sites owned by the District or any other site owned and operated by the District.
 14. Assist in seeing that all equipment and vehicle assets are kept clean, and always maintained in good condition.
 15. Perform other tasks as directed.

Hours: Monday – Friday
7:30 AM to 4:00 PM
Plus: Weekend and Evening Call Duty and Occasional Overtime.

Benefits: Paid Holidays Vacation
Health Insurance Sick Leave
Retirement Plan Uniforms

- **Equal Opportunity Statement:** We are an equal opportunity employer and value diversity in our company. We do not discriminate based on race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.