

# Public Water Supply District No. 3 of Johnson County

## Water & Wastewater System Operator

Hourly Range (DOQ): \$20.00 - \$37.00

### **POSITION OVERVIEW:**

This position will work with water and wastewater treatment, water distribution, and wastewater collection. Duties include operating and maintaining groundwater wells, reading meters and the performance of basic and semi-skilled maintenance and preventative maintenance tasks.

### **PRIMARY DUTIES:**

- Periodically check the office for any work order(s) needing to be completed.
- Locate water main lines as requested by Missouri One-Call customer request.
- Maintain all water lines. (Example: repair broken/leaking lines, document and make recommendations of needed repairs.)
- Installation and maintenance of service connections.
- Maintain inventory of maintenance supplies and order as needed.
- Perform clean up and patch work where work has been performed (yards and streets).
- Read meters, change meters, download reading history, and troubleshoot.
- Keep management informed of daily activities.
- Be knowledgeable of all District policies and regulations, and abide by them.
- Complete work orders and document thoroughly.
- Perform general maintenance on all District buildings and property.
- Pick-up all trash and debris on District property and locations where work has been performed.
- Will work in an on call rotation for calls after hours, weekends, and holidays. These calls will be handled in a strict and timely process to provide excellent customer service.
- Perform maintenance on all District equipment.
- Will utilize all safety procedures to make the work zone as safe as possible including attending weekly safety meetings.
- Work on/with wells, booster pumps, and telemetry.
- Wastewater maintenance, lift stations, and operate wastewater treatment plant.
- Assist with sampling for Quality Assurance.
- Operate equipment when necessary.
- Operate various types of hand tools to repair water service.
- Record keeping as needed.
- Perform and document monthly routine flushing program.
- Keeps Well Log and Wastewater System records.
- Other duties assigned by General Manager.

**Public Water Supply District No. 3**  
106 SE 421 Road Warrensburg, MO 64093  
Ph: 660.429.2494 Fx: 660.429.2978  
[admin@pwsd3.com](mailto:admin@pwsd3.com) [www.pwsd3.com](http://www.pwsd3.com)

# Public Water Supply District No. 3 of Johnson County

## **GENERAL DUTIES:**

- Be responsible in arriving and leaving work on time and completing time sheets.
- Present a professional image in daily activities.
- Maintain proper maintenance on company vehicles and equipment.
- Schedule time off in advance with General Manager's approval.
- Work with fellow employees in a professional manner.
- Always be professional with public communications.
- Clean all District property as needed.
- Excellent organization and communication skills.

## **ABILITY TO:**

- Learn job-related material primarily through oral instruction and observation in an on-the-job training setting.
- Achieve related licenses within a reasonable period of time. The District will offer training for new hire.
- Obtain CDL license within a reasonable period of time.
- Lift up to 50 pounds.
- Work in a variety of weather conditions with exposure to the elements.
- Make simple mathematical calculations.
- Work cooperatively with other employees and the public.
- Understand and follow oral and written instructions in the English language.
- Communicate verbally with co-workers, customers, and/or the public.

## **ADDITIONAL REQUIREMENTS:**

- High School diploma or GED.
- Valid Drivers' License. CDL preferred.
- Must pass a pre-employment substance abuse test and background check.

PWSD No. 3 provides a competitive salary, excellent benefits and is an equal opportunity employer. Applications can be sent to 106 SE 421st Rd. Warrensburg, MO 64093.

**Public Water Supply District No. 3**  
106 SE 421 Road Warrensburg, MO 64093  
Ph: 660.429.2494 Fx: 660.429.2978  
[admin@pwsd3.com](mailto:admin@pwsd3.com) [www.pwsd3.com](http://www.pwsd3.com)