

# Public Water Supply District No. 3 of Johnson County

## Employment Opportunity

### Water Operator

Hourly Range \$15.00 - \$25.00  
(depending on qualifications)

#### **POSITION OVERVIEW:**

This position will work with water treatment and water distribution. Duties include operating and maintaining groundwater wells, installing new water mains and meters, 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.
- Assist with sampling for Quality Assurance.
- Operate equipment when necessary.
- Operates various types of hand tools to repair water service;
- Record keeping as needed.
- Perform and document monthly routine flushing program.
- Keeps Well Log and Lagoon 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)

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## **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.
- 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
- 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.

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