

Read carefully BEFORE proceeding to application:

This notice shall serve to inform, that specific criminal history could negatively impact and affect a person's ability to receive a TCEQ issued Operator's License, pursuant to House Bill 1508, which was effective September 1, 2017.

Most employees of East Fork Special Utility District will be required to obtain a TCEQ issued Operators License. For those with a felony criminal history, you should contact TCEQ Licensing Division at 512-239-6133, and obtain information related to a review.

A conviction for violent crimes, sex crimes, assault, theft, robbery, or any other crime which is considered hate crime or crimes against people or property, could deem you ineligible and cause you NOT be approved for some Operators Licenses; such as but not specifically limited to: Backflow Prevention, Customer Service Inspector, Distribution, Collections, Operator, or other licenses which in normal performance of job duties could reasonably result in the direct interaction with the general-public.

After reading and considering this notification, should you choose to register for training, without consulting TCEQ or exercising your rights for a review, and later discover you are not eligible, due to past criminal history, you will NOT be entitled to any payment reimbursement or monetary refund in any way associated with registration fees, training course(s), licensing fees, travel costs, criminal history report fees, or any other fee or expense that is customary for operator license.

## Water Service Worker

### Description

Performs construction, repair, and maintenance work on water lines; operates equipment and performs extensive manual labor; reads meters; performs related work as required.

### Requirements

Knowledge of routine construction maintenance and repair methods used in water distribution/collection systems; knowledge of applicable safety procedures and practices and performing construction work. Must be able to obtain a Texas "D" Water Distribution Certification after two (2) years from date of hire.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Read water meters on designated routes.
- Perform re-reads of meters (handwritten or electronic reports).
- Perform water cut-offs; report problems with water meters to supervisor (leaks and register malfunctions).
- Notify customers if they have a leak following established procedures.
- Assist and help customers with questions.
- On call rotation.
- Take D license training after 2 years of experience working in department.

**Required Education and/or Experience:** High school education or G.E.D.

**Preferred Education and/or Experience:** High school education or G.E.D.; six months to twelve months related experience or training; or equivalent combination of education and experience.

**Certificates, Licenses, Registrations:** Possession of a valid Texas driver's license. Must maintain appropriate licenses and certificates.

**Customer Service:** Displays courtesy and sensitivity. Manages difficult or emotional customer situations. Meets commitments. Responds promptly to customer needs. Solicits customer feedback to improve service.

**Dependability:** Responds to requests for service and assistance. Follows instructions, responds to management direction. Takes responsibility for own actions. Commits to doing the best job possible. Keeps commitments. Meets attendance and punctuality guidelines.

**Job Knowledge:** Competent in required job skills and knowledge. Exhibits ability to learn and apply new skills. Keeps abreast of current developments. Requires minimal supervision. Displays understanding of how job relates to others. Uses resources effectively.

**Quality:** Demonstrates accuracy and thoroughness. Displays commitment to excellence. Looks for ways to improve and promote quality. Applies feedback to improve performance. Monitors own work to ensure quality.

**Teamwork:** Balances team and individual responsibilities. Exhibits objectivity and openness to others' views. Gives and welcomes feedback. Contributes to building a positive team spirit. Puts success of team above own interests.

**Safety and Security:** Observes safety and security procedures. Determines appropriate action beyond guidelines. Uses equipment and materials properly. Reports potentially unsafe conditions.

**Quantity:** Meets productivity standards. Completes work in timely manner. Strives to increase productivity. Works quickly. Achieves established goals.

**Knowledge, Skills, and Abilities:** Ability to follow detailed verbal and written instruction; establish and maintain effective working relationships; must be able to communicate with other employees and the public in a courteous and diplomatic manner; irregular schedules with overtime, frequent change of tasks. Employee must be able to read meter information and written information associated with the repair of water meters, policies and procedures, written instructions, and reports; must be able to write metering reports and records, must be able to add and subtract in order to calculate flow differences for accuracy tests and to maintain inventory.

**Physical Demands:** While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.