

## JOB DESCRIPTION

**Job Title:** Assistant Equipment Operator I  
**Reports To:** Operations Manager  
**FLSA Status:** Non-Exempt  
**Department:** Water Distribution Operations  
**Date:** April 1, 2013

**Starting Salary:** \$34,445

### Summary:

Assist equipment operators in daily operations and maintenance of Aqua's water distribution system using power driven excavation, construction, and transport equipment.

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

- Assist Equipment Operator in excavation for the purpose of maintaining, repairing, and expanding water system infrastructure.
- Perform routine maintenance on transportation and excavation equipment.
- Assist in the management and transport of equipment and materials.
- Perform in-hole construction and repair work.
- Perform on-site water meter installations and repairs.
- Repair and extend water lines.
- Respond to written and/or oral instructions regarding excavations, installations, repairs, meter sets, etc.
- Observe and provide markings on ground, hand signals, and/or grade stakes to guide excavation of ground material by the Equipment Operator.
- Respond to call-out and on-call duties as necessary.
- Perform other tasks as designated by supervisory personnel.

**Anyone interested should submit application and resume to:**

**Aqua Water Supply Corporation**  
**Attention: Human Resources Manager**  
**P. O. Drawer P**  
**Bastrop, Texas 78602**

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education/Experience:**

No prior experience or training is required; high school diploma or general education degree (GED) is preferred.

**Language Ability:**

Ability to read and comprehend simple written procedures and instruction manuals. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and company employees.

**Math Ability:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out simple instructions. Ability to deal with standardized situations with only occasional or no variables.

**Computer Skills:**

Work Order Processing, Word Processing, Excel, E-Mail, Internet Software.

**Other Knowledge, Skills, & Abilities:**

None.

**Certificates and Licenses:**

Valid State of Texas Driver's License and must acquire a Commercial B License within 60 days of hire date.

**Supervisory Responsibilities:**

This position has no supervisory responsibilities.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to fumes or airborne particles, and outdoor weather conditions. The employee is frequently exposed to work near moving mechanical parts; toxic or caustic chemicals; biological hazards; risk of electrical shock; and vibration. The employee is occasionally exposed to work in high, precarious places. The noise level in the work environment is usually moderate.

**Physical Demands:**

The described physical demands 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.

While performing the duties of this job, the employee regularly uses hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is frequently required to walk, stand, sit and stoop, kneel, crouch, or crawl. The employee is occasionally required to climb or balance and taste or smell. The employee may regularly lift and/or move up to 75 pounds.

Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.