

## JOB DESCRIPTION

**Job Title:** ROW Operator  
**Reports To:** Maintenance Supervisor  
**FLSA Status:** Non-Exempt  
**Department:** Maintenance  
**Date:** August 14, 2018

### Summary:

Perform daily operations, maintenance, and upkeep of Aqua's pipeline right-of-ways (ROW), including contractor supervision, pipeline and utility locating, and clearing.

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

- Monitor and maintain water and wastewater pipelines and corresponding right-of-ways.
- Operate power driven excavation, construction, and transport equipment to excavate dirt, rock, sand, and other materials in the repair, maintenance, and expansion of the water distribution system and pipeline right-of-ways.
- Push levers and depress pedals to move machinery, to lower and push shovel/bucket into stockpiled material, to lower and dig shovel/bucket into surface of ground, and to lift, swing, and dump contents of shovel/bucket into truck, car, or onto conveyor, hopper, or stockpile.
- Perform routine maintenance on excavation, construction, and transport equipment.
- Travel long distances to remote areas to independently complete assigned work with minimal supervision.
- Observe markings on ground, hand signals, or grade stakes to remove material when operating machinery at excavation sites.
- Build and maintain buildings, fences, structures, etc. at plant sites and on right-of-ways.
- Use chain saws, wood chippers, and other equipment to clear creeks, fence lines, etc.
- Work with other utilities and service providers to locate buried service lines.
- Interact and coordinate with contractors.
- Receive, process, and close electronic work orders.
- Use maps to locate valves, fire hydrants, water lines, and other Aqua distribution system equipment and infrastructure.
- Use GPS devices to read and record coordinates of system equipment and infrastructure.
- Locate and report water leaks.
- Respond to call-out, emergency response, and on-call duties as necessary.
- Perform other tasks as designated by supervisory personnel.

### 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:

High school diploma or general education degree (GED); five (5) years' experience as an equipment operator and/or water operator; or equivalent combination of education and experience.

**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. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**Computer Skills:**

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

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

Ability to operate instruments for acquiring GPS coordinates and associated data.

Experience and/or knowledge of ROW operations and pipeline hydraulics.

**Certificates and Licenses:**

Valid State of Texas Commercial B Driver's License. Texas Class C Water Operator Certificate (Distribution or Groundwater).

**Specialized Training:**

Appropriate training in handling and disposition of hazardous materials.

**Supervisory Responsibilities:**

Supervise non-supervisory employees in equipment operations. Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints; and resolving problems.

**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 50 pounds.

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