

The East Rio Hondo Water Supply Corporation
is seeking 1 qualified individual for the following full-time positions:

Distribution Operator

Pay Type: Hourly (FLSA Non-Exempt)
Department: Field & Maintenance Operations
Reports To: Field & Maintenance Operations Supervisor
Hourly Rate: \$16.00

Job Summary:

This position's primary function is flushing of ERHWSC's Distribution System as required by the Texas Commission on Environmental Quality (TCEQ). Other duties include collection of water samples, flow/pressure tests, the maintenance, painting, repair of hydrants and valves, valve box adjustments, as well as distribution system repair and maintenance work. **The starting wage for this position is \$16.00 per hour and will be increased to \$17.50 upon obtaining a TCEQ "D" Water Operator License and \$18.50 per hour upon obtaining a TCEQ "C" Water Distribution Operator License. All increases are approved upon a positive performance evaluation. Pay will continue to increase as new licenses are acquired.**

Essential Functions:

- Performs hydrant/valve flushing and coordinates with the Distribution Foremen in meeting system flushing requirements.
- Repairs and maintains all hydrants and valves according to the standard accepted practices of American Water Works Association (AWWA) and ERHWSC standards.
- Performs preventive maintenance and repairs on hydrants to include cleaning, painting (to ERHWSC standard), repairing, replacement and/or lubrication of nozzles, caps, operating nuts, stems, gaskets, chains, etc. in accordance with the manufacturer's recommendations.
- Inspection and testing of hydrant to ensure proper operation and address deficiencies according to the standard accepted practices of ERHWSC. This includes learning industry standards for pitot test procedures.
- Adjusts and changes out valve boxes in order to maintain valve boxes in a neat and presentable condition.
- Repairs valves, pipe, and fittings at distribution, collection, water plants, and wastewater treatment plants as assigned.
- Must adhere to all safety policies and procedures, good housekeeping and other assigned duties.
- Must be available to work nights, weekends, and holidays when necessary.
- Will be required to be on standby and work mandatory overtime when necessary.
- Must be able to understand and follow oral and written instructions.
- Other job duties may be assigned.

Minimum Qualifications:

High School Diploma, GED or vocational school certification from an accrediting agency recognized by the United States Department of Education, preferably including some course work in mathematics; or any equivalent combination of education and experience.

Licenses & Certifications:

A valid Texas Driver's License is required and must be insurable by Corporation's insurance underwriter. Must obtain a Texas Commission on Environmental Quality (TCEQ) Class D Water Operator License within nine months from date of employment. **Employment will be terminated if a passing score of at least 70% is not achieved on the first "D" certification exam attempt.** Must obtain and hold a "C" Water Distribution Operator License within two years. Schooling to obtain credit hours to test for certification will be provided by the company. Exceptions to the time frame for obtaining these licenses can be made by the General Manager.

Physical Demands:

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. Must be able to climb up and down stairs while carrying loads of up to 50 lbs. Ability to open and close valves of various sizes manually by turning difficult-to-operate valve wheels. Ability to work under extreme weather conditions including wet weather and hot and cold ambient temperatures. Must be able to withstand prolonged periods of walking and standing on the job site, while checking equipment, and climbing ladders. Tasks involve bending, shoveling, lifting, walking, carrying or using a force equal to lifting 50 to 100 lbs.

"This institution is an equal opportunity provider and employer"

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Benefits:

Benefits include: health insurance, paid vacation & holidays, retirement plan, and life insurance as per the ERHWSC Employee Handbook.

Interested persons for this position should complete a job application at our main office in Rio Hondo, Texas or online at www.erhwsc.com/employment. Please call Administrative Services Manager, Amanda M. Sanchez at (956) 247-7817 for more information and/or to receive application form.

APPLY TO: ERHWSC Business Office
206 Industrial Pkwy.
Rio Hondo, TX 78583
(956) 247-7817 Fax (956) 748-0408

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EAST RIO HONDO WATER SUPPLY CORPORATION

JOB TITLE: DISTRIBUTION OPERATOR
DEPARTMENT: FIELD & MAINTENANCE OPERATIONS
REPORTS TO: FIELD & MAINTENANCE OPERATIONS SUPERVISOR
FLSA STATUS: NON-EXEMPT
DATE REVISED: 08/25/2025

SUMMARY:

This position's primary function is flushing of ERHWSC's Distribution System as required by the Texas Commission on Environmental Quality (TCEQ). Other duties include collection of water samples, flow/pressure tests, the maintenance, painting, repair of hydrants and valves, valve box adjustments, as well as distribution system repair and maintenance work.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES: (include the following)

Performs hydrant/valve flushing and coordinates with the Distribution Foremen in meeting system flushing requirements.

Repairs and maintains all hydrants and valves according to the standard accepted practices of American Water Works Association (AWWA) and ERHWSC standards.

Performs preventive maintenance and repairs on hydrants to include cleaning, painting (to ERHWSC standard), repairing, replacement and/or lubrication of nozzles, caps, operating nuts, stems, gaskets, chains, etc. in accordance with the manufacturer's recommendations.

Inspection and testing of hydrant to ensure proper operation and address deficiencies according to the standard accepted practices of ERHWSC. This includes learning industry standards for pitot test procedures.

Adjusts and changes out valve boxes in order to maintain valve boxes in a neat and presentable condition.

Repairs valves, pipe, and fittings at distribution, collection, water plants, and wastewater treatment plants as assigned.

Must adhere to all safety policies and procedures, good housekeeping and other assigned duties.

Must be available to work nights, weekends, and holidays when necessary.

Will be required to be on standby and work mandatory overtime when necessary.

Must be able to understand and follow oral and written instructions.

Other job duties may be assigned.

SUPERVISORY RESPONSIBILITIES:

This job has no supervisory responsibilities.

EDUCATION AND/OR EXPERIENCE:

High School Diploma or GED accredited by the Texas Education Agency, preferably including some course work in mathematics; or any equivalent combination of education and experience.

COMPUTER SKILLS:

Some knowledge of Microsoft Office programs.

OTHER QUALIFICATIONS:

Some knowledge of the functions and servicing requirement of mechanical equipment, tools, and machinery. Ability to inspect machinery and mechanical equipment in operation and to detect flaws and defects. Ability to read simple meters and charts accurately. Continuous work on improving own knowledge and skills is required.

CERTIFICATES, LICENSES, REGISTRATIONS:

A valid Texas issued Driver's License is required and must be insurable by Corporation's insurance underwriter. Must obtain a Texas Commission on Environmental Quality (TCEQ) Class "D" Water Operator License within nine months from date of employment. **Employment will be terminated if a passing score of at least 70% is not achieved on the first "D" certification exam attempt.** Must obtain and hold a TCEQ "C" Water Distribution Operator License within two years. Schooling to obtain credit hours to test for certification will be provided by ERHWSC. Exceptions to the time frame for obtaining these licenses can be made by the General Manager.

PHYSICAL DEMANDS:

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. Must be able to climb up and down stairs while carrying loads of up to 50 lbs. Ability to open and close valves of various sizes manually by turning difficult-to-operate valve wheels. Ability to work under extreme weather conditions including wet weather and hot and cold ambient temperatures. Must be able to withstand prolonged periods of walking and standing on the job site, while checking equipment, and climbing ladders. Tasks involve bending, shoveling, lifting, walking, carrying or using a force equal to lifting 50 to 100 lbs.

SPECIAL REQUIREMENTS:

ERHWSC is a Customer Focused Company that is committed to Total Quality Service principles, therefore, the ERHWSC requires that all employees possess or have the aptitude, desire and ability to be professional, courteous and competent in all their interactions with the public, customers and fellow employees.