

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

**Water and Wastewater Plant Operator-Trainee**

Pay Type: Hourly  
Department: Plant Operations & Maintenance Department  
Hourly Rate: \$16.00

**Job Summary:**

This is a trainee level position for work in the operation of water or wastewater treatment plant equipment and facilities on an assigned shift which starts off conducting plant maintenance transitioning to an operator. **The starting wage for this position is \$16.00 per hour and will be increased to \$17.00 upon obtaining a TCEQ “D” Water Operator License and \$18.00 per hour upon obtaining a TCEQ “C” Surface Water License. All increases are approved upon a positive performance evaluation. Pay will continue to increase as new licenses are acquired.**

**Essential Job Duties and Responsibilities Under the Direct Supervision of a Licensed Operator (Summary):**

- Primarily responsible for learning and assisting in collection of data for the proper operation of pumps and other equipment.
- Responsible for learning the operation of filters and chemical feed systems used in treatment.
- Must correctly collect, preserve and store samples for laboratory analysis, must maintain records of plant operations and reviewing them with supervisor, if necessary.
- May be responsible for laboratory analysis and interpretation of raw, settled, filtered, combined filter effluent and distribution water samples.
- May regulate the proper dosage of treatment chemicals according to prescribed instruction for their application and use; take and record readings of amounts of chemicals added to the water; transfer chemicals from bulk storage to day tanks; change chlorine tanks, record tank weights and check for residual chlorine, chlorine dioxide, and chlorite.
- Attends training courses and engages in independent study of treatment plant operations to obtain or upgrade certification.
- Must obtain a “D” certification in water treatment issued by the TCEQ 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” certification in water treatment within two years. Schooling to obtain credit hours to test for certification will be provided by the company.
- Some knowledge of Microsoft Office programs and must learn to use computerized monitoring systems known as Supervisory Control and Data Acquisition (SCADA) Software.

**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. A valid Driver’s License is required and must be insurable by Corporation’s insurance underwriter.

**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 while checking treatment equipment and taking required readings. Tasks involve bending, lifting, walking, carrying or using a force equal to lifting 50 to 100 lbs. Water and Wastewater Operators and Trainees must arrive for each assigned shift clean shaven in order to be able to safely and properly utilize an SCBA/CBA (Self Contained Breathing Apparatus / Contained Breathing Apparatus). Beards will not be permitted as they interfere with use of an SCBA/CBA.

**Benefits:**

Benefits include: **paid training**, health insurance, paid vacation & holidays, retirement plan, and life insurance.

Interested persons for this position should complete a job application at our main office in Rio Hondo, Texas. Please call Amanda M. Sanchez, Administrative Services Manager at (956)247-7817 for more information and/or receive application form. You may also download application from our web page at [www.erhwsc.com](http://www.erhwsc.com).

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

***“This institution is an equal opportunity provider and employer”***

## EAST RIO HONDO WATER SUPPLY CORPORATION

**JOB TITLE:** WATER AND WASTEWATER OPERATOR TRAINEE  
**DEPARTMENT:** OPERATIONS  
**REPORTS TO:** LEAD OPERATOR  
**FLSA STATUS:** NON-EXEMPT  
**DATE:** 02/28/2023

### **SUMMARY:**

This is highly skilled work in the operation of water and wastewater treatment plant equipment and facilities on an assigned shift.

### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES: (include the following)**

Primarily responsible for the proper operation of pumps and other equipment.

Responsible for learning the operation of filters and chemical feed systems used in treatment.

Must correctly collect, preserve and store samples for laboratory analysis, must maintain records of plant operations and reviewing them with supervisor, if necessary.

May be responsible for reading and recording meter readings at regular intervals, and the performance of mechanical maintenance on machines, equipment, and facilities.

May be responsible for reading and learning how to make a variety of tests on raw, settled, filtered, combined filter effluent and distribution water.

May regulate the proper dosage of treatment chemicals according to prescribed instruction for their application and use; take and record readings of amounts of chemicals added to the water; transfer chemicals from bulk storage to day tanks; change chlorine tanks, record tank weights and check for residual chlorine, chlorine dioxide, and chlorite.

May operate raw water facility; maintain proper reservoir water level; back wash filters when necessary; maintain proper water in tank and covered storage reservoir by operating and sequencing the correct pumps and opening and closing valves.

May take water samples for chemical analysis; checks samples for turbidity, alkalinity, TOC, hardness, TDS, total chlorine, free chlorine, chlorine dioxide, and pH.

Checks and lubricates pumps, motors and other plant equipment; brings any mechanical defects to the attention of the Lead Operator and/or Plant Operations Supervisor; assists with the maintenance and repair of machinery and equipment.

May assist the on-duty operator to check and adjust float controls, starter switches, pumps and motors; keeps all equipment clean, lubricated and painted, removes grease deposits, debris and sand from wet wells; flocculators, filters, sludge ponds, clarifiers and pumps; may assist in changing chlorine cylinders as needed and checks supply.

Attends training courses and engages in independent study of treatment plant operations to obtain or upgrade certification.

Must adhere to all of the corporation's employee policies. Must consider safety at all times when completing duties and tasks. Must participate in monthly safety training meeting and be cognoscente of their personal safety and others at all times.

Plant operation is performed in accordance with state agencies' rules and regulations and performed in accordance with established policies and procedures.

May be required to maintain the building and grounds of the treatment plant.

Work is supervised by a designated supervisor through inspection and by observing the effectiveness of plant operation through the analysis of shift reports and chemical laboratory tests.

Must adhere to good housekeeping practices and other assigned duties.

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

May be held criminally liable if knowingly falsifies reports to Texas Department of Health (TDH), Texas Commission on Environment Quality (TCEQ) or Environmental Protection Agency (EPA). Employment will be terminated for false written or verbal information to ERHWSC employees, board members, consultants, or customers.

Other job duties may be assigned.

**SUPERVISORY RESPONSIBILITIES:**

This job has no supervisory responsibilities.

**EDUCATION AND/OR EXPERIENCE:**

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.

**COMPUTER SKILLS:**

Some knowledge of Microsoft Office programs and must learn to use computerized monitoring systems and SCADA (Supervisory Control and Data Acquisition).

**OTHER QUALIFICATIONS:**

Some knowledge of the functions and servicing requirement of mechanical equipment and machinery. May be required to learn the processes involved in the purification of water, including some chemical tests. Ability to inspect machinery and mechanical equipment in operation and to detect flaws and defects. Ability to read simple meters and charts accurately and to maintain simple records of shift operation. Continuous work on improving own knowledge and skills is required.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Must be able to comply with the TCEQ (Texas Commission on Environmental Quality) criminal background check which is a state requirement to obtaining any Water or Wastewater Operator license. Must obtain a Class D Water Operator License within 1 year of hire and also will be required to pass the Class D Water Operator License Exam on the first try. Must obtain a TCEQ Class C Surface Water Operator License within 2 years of hire. While ERHWSC supports employees by covering the cost and time to complete training to obtain credit hours to test for certification and license renewal hours it is ultimately up to the employee to maintain any required license in good standing at all times. Loss of a required license for any employee for this position will result in disciplinary action up to and including termination. Exceptions to the time frame for obtaining these licenses can be made by the General Manager. A valid Driver's License is required and must be insurable by Corporation's insurance underwriter.

**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 while checking treatment equipment and taking required readings. Tasks involve bending, lifting, walking, carrying or using a force equal to lifting 50 to 100 lbs. Water and Wastewater Operators and Trainees must arrive for each assigned shift clean shaven in order to be able to safely and properly utilize an SCBA/CBA (Self Contained Breathing Apparatus / Contained Breathing Apparatus). Beards will not be permitted as they interfere with use of an SCBA/CBA.

**SPECIAL REQUIREMENTS:**

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. Must be able to work a flexible and rotating work shift schedule that may include working afternoon shifts, night shifts, weekend shifts, and on holidays.