



Creedmoor Maha Water Supply Corporation

Job Title:	Water Utility General Laborer	Job Category:	Operations
Department/Group:	Operations	Job Code/ Req#:	N/A
Location:	Field	Travel Required:	Travel Required
Level/Salary Range:	\$20.00 per hour	Position Type:	Full-Time
Admin Contact:	Ops Manager	Date Posted:	7.22.2024

Job Description

Role and Responsibilities:

We are actively seeking talented, driven, and highly productive applicants for the position of Water Utility Customer Service General Laborer - to join our great team. We offer a challenging and rewarding work environment along with a competitive salary and an excellent benefits package.

Example of Duties:

- Maintain well and pump sites by mower and weed eater.
- Keeps meter box and valve areas clean and unobstructed by clearing overgrowth and debris
- Turn on, turn off, lock or unlock meters as required.
- Remove and install meters as required.
- Investigate vacant locations with usage.
- Investigate active accounts with zero usage reported.
- Create, edit and return work orders electronically.
- Verify customer location and meter numbers, as required.
- Promotes and practices a safe work environment for internal and external clients utilizing safety policies and procedures.
- Operates and maintains vehicles and equipment, including regularly washing and clean out vehicle.
- Report two on one connection violations.
- Maintain well and pump sites by mower and weed eater.
- Light office maintenance
- Perform all other duties as assigned.

Knowledge, Skills, and Abilities:

- Must have good knowledge of area geography.
- Must have good knowledge of utilizing handheld and personal computers to input and update information into automated databases.
- Must have good knowledge of customer service practices and techniques to respond to customer inquiries and complaints.
- Must have good knowledge of safe utilization of hand and small power tools to maintain sites landscaping
- Clear, concise oral and written communication to assist in preparing and presenting educational and promotional reports to management, regulatory agencies and the public.
- Ability to calculate basic mathematical calculations (addition, subtraction, multiplication, division).
- Ability to have good interpersonal and communication
- Ability to comprehend and express oneself orally, clearly and concisely, using proper diction.
- Ability to respond courteously to customers.
- Ability to adapt to field environment, exposure to dust, weather conditions, and exposure to domestic animals and insects.
- Ability to present good communication skills

- Ability to be courteous and enjoy meeting customers.
- Ability to work without supervision.
- Ability to understand and carry out verbal and written instructions.
- Ability to define problems and deal with a variety of situations.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- Ability to use good judgment and effectively solve problems.
- Ability to plan work and establish priorities.

Qualifications:

- High School Diploma or GED required
- Bilingual preferred (English and Spanish preferred, not required)
- Landscaping knowledge
- Plumbing knowledge
- Valid Texas Driver’s license required
- Class “D” water certificate issued by the Texas Commission on Environmental Quality preferred
- Carpentry skills

Benefits:

- Dental insurance
- Health insurance
- Vision insurance
- Paid sick time
- Paid time off

Disclaimer:

This position description indicates the general nature and level of work expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Perform other duties and tasks as assigned or required to help accomplish the Company’s mission and goals

Created By:	Scott Rickabaugh	Date:	07.19.2024
Approved By:	Matthew Pickle	Date:	
Last Updated By:	Scott Rickabaugh	Date/Time:	07.19.2024