



Position Announcement

Position: Transmission Operator II

Date Officially Opened: 09/30/2025

Hourly Starting Salary Range: \$23.90 to \$30.11 (DOQ)

(Full Salary Range to \$36.32)

Direct Supervisor: Operations Manager – North Division

Department: Operations

Section: NE Operations Aubrey, TX & South Operations, Lewisville, TX

Normal Work Hours: Day Shift (11 hrs./day)

Position Function:

Under the general supervision of the Water Operations Manager, Operations Supervisor, or designated supervisory personnel, performs semi-skilled technical, mechanical, and operational work in support of the maintenance, construction, and inspection of water transmission and wastewater collection systems. Provides field-level assistance across multiple systems and helps ensure safe and reliable delivery of water services.

Typical/Essential Duties:

- 1) Assists with preventative and corrective maintenance tasks on pipelines, valves, manholes, blow-offs and related equipment. Supports routine flushing and exercising of valves.
- 2) Supports maintenance teams and contractors with repair activities, pipeline shutdowns, vegetation management, and equipment handling. Assists in job site preparation, cleanup, and safety setup.
- 3) Maintains effective communication with crew members, supervisors, and other departments. Participates in peer learning and on-the-job training.
- 4) Follows all OSHA and TCEQ safety standards including confined space entry, trench safety, lockout-tagout and PPE use. Participates in safety meetings, tailgate talks and emergency response drills.
- 5) Performs basic flushing, disinfection, and dechlorination under supervision. Assists in collecting water samples for compliance testing. Participates in environmental monitoring efforts such as zebra mussel detection and algal bloom response.
- 6) Assists in maintaining clear access to District infrastructure. Under supervision, supports utility line locating tasks using maps and locator tools. Helps identify potential encroachments or hazards and report them to the appropriate personnel.
- 7) Provides field assistance across various District sites. May be assigned to water or wastewater facilities for operational support. Performs basic meter readings, vegetation removal, and equipment staging as needed.
- 8) Enters data into CMMS (Opengov), Excel and GIS-based systems. Assists with documenting work orders, inspections, and meter reads.

- 9) Handles and reviews routine paperwork such as shift logs, standard forms, and lab worksheets to ensure accuracy. Keeps files organized to support audits and compliance reviews.
- 10) Performs additional duties as assigned.

Knowledge, Skills, and Abilities:

High School Diploma or GED is required. College coursework or a degree in environmental science, water technology, biology, or chemistry is preferred. A minimum of one (1) year of work-related experience as a Water or Wastewater Treatment Operator, or in a similar position, is required. Candidates must possess at least one of the following licenses issued by TCEQ at the time of hire:

- Class 'C' Surface Water Operator License
- Class 'C' Wastewater Treatment License
- Class 'C' Distribution License
- Class 'C' Groundwater License
- Class III Collection License

Must have valid Class 'C' Texas Driver's License, CDL is preferred. Must be proficient with Microsoft Office, including MS Word and MS Excel. Experience with SCADA systems or industrial data entry is a plus. Familiarity with CMMS systems such as Cartegraph, GIS mapping tools, and lab data management systems is preferred. Must be able to read and comprehend technical documents, standard operating procedures (SOPs), safety protocols, regulations, memos and operational reports. Must be able to write clear and accurate analytical reports, process logs, inventory records, and communications for supervisors and team members. Must be proficient in general math, algebra, and unit conversions. Must be able to calculate chemical dosages, flow rates, detention times, and the Langelier Saturation Index (LSI). Must demonstrate professionalism and effective communication. Must be able to build trust, promote collaboration, and interact respectfully with supervisors, co-workers, and the public. Additionally, must be skilled at managing conflict, delivering clear information in both routine and high-pressure situations, and taking accountability for actions. Must be able to pass applicable pre-employment Drug Screen, Physical, and Background Checks.

Position is considered "Open Until Filled."

Note: All applicants must complete an employment application and submit it to the District's Human Resources Department