



RED RIVER AUTHORITY OF TEXAS JOB VACANCY NOTICE



WATER OPERATOR – DISTRICT 19

GENERAL DESCRIPTION

Provides responsible administrative and technical functions to govern a designated geographical area, defined as a district that contains one or more independent water and wastewater treatment and distribution and collection facilities to serve the public. Maintains licensure of a grade sufficient to meet the requirements of law. Work is performed under general supervision with considerable latitude for independent action and decision within the framework of agency policy and governing statutes. The District Operator is required to reside within the assigned geographical area and be centrally located in the principal demand center, as practical.

ASSIGNED DUTIES

- Operates and maintains all systems within the district in a businesslike manner in accordance with stated policy guidelines and under the direction of the Supervisor.
- Responsible for the proper management and support of all activities sponsored by the Authority within the assigned district.
- Responsible for the accurate and punctual reading of all service and master meters, regular testing of chlorine residuals, dissolved oxygen, pH, etc. and forwarding the data to the main office in accordance with the schedule provided, and filing of all related utility reports, expense vouchers, and vehicle use reports as set forth by the Policy.
- Manages the district within the guidelines of an approved operating budget and in a cost-conservative manner.
- Acts as an inspector on all contracted work performed to ensure compliance with the project plans and specifications or General Specifications Manual.
- Obtains a thorough working knowledge of all related facilities, communication networks, customer accounts, and operating procedures, maintaining a high degree of integrity for the Authority and the public.
- Follows up on all delinquent accounts and promotes prompt payment in accordance with stated billing practices.
- Monitors customer account status to ensure proper customer service and prevent any unauthorized transactions from occurring.
- Observes the terms and conditions of each service contract to ensure a fair and equitable arrangement between the customer and the Authority, and ensure that all policy conditions and hydraulic capacity requirements have been complied with fully.
- Collects water samples from select points throughout the district distribution network in accordance with state and federal regulations.
- Operates and maintains all assigned facilities, vehicles, and equipment in accordance with design specifications, Authority policies, and local state and federal regulations.

- Maintains an inventory of all assigned tools and equipment used in the performance of assigned duties.
- Initiates all Service Contracts, Work Orders, and Status Change Orders in complete detail through the Customer Service Representative, and follows up to ensure completion of each transaction.
- Promotes positive working relationships and attitudes between all personnel and the public while achieving the goals set forth by the Authority. Always meets the public with a high regard for courtesy and politeness, while maintaining the Authority's integrity, and maintains confidentiality regarding Authority operations and customer information.
- Various other duties as may be assigned by the Supervisor, either temporarily or permanently.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Proficiency in using hand tools and operating commercial vehicles and utility equipment.
- Capable of lifting items up to 60 pounds and performing physical tasks (e.g., climbing ladders, working on rough terrain).
- Ability to work in all weather conditions with occasional exposure to chemicals.
- Strong communication and interpersonal skills.
- Ability to manage time, prioritize tasks, and meet Authority goals with minimal supervision.
- Ability to read and interpret technical specifications and manuals.

EXPERIENCE AND EDUCATION

- High school diploma or GED required.
- A Class A Texas Driver's License is required.
- At least one year of water utility maintenance experience required.
- Must have TCEQ Class D Water License and Waste Water License. This position will require obtaining a TCEQ Class C Surface Water License.
- Must have or obtain a Customer Service Inspection Certificate within one year of employment.

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| Opening Date: | August 7, 2025 | Position: | District Operator |
| Closing Date: | Until Filled | Monthly Salary: | Based on qualifications |
| Work Location: | Wichita Falls, Texas | GS Code: | Based on qualifications |
| Excellent Benefits Package Available | | | |

To apply for this position, please submit a completed State of Texas Application to info@rra.texas.gov, fax to (940) 723-8531, or mail to P.O. Box 240, Wichita Falls, TX 76307. Applications can also be delivered to 3000 Hammon Road, Wichita Falls, Texas 76310. Additional information on the Red River Authority of Texas can be found at www.rra.texas.gov.