

# Production Technician

<b>Company:</b> Manville Water Supply Corporation	<b>Location:</b> Coupland, Texas
<b>Status:</b> Hourly, full time employee	<b>Job Category:</b> Water System - Production Maintenance & Supply
<b>Relevant Work Experience:</b> 1 to 3 Yrs Preferred but not necessary	<b>Career Level:</b> Entry Level Position
<b>Education Level:</b> High School diploma or GED	<b>Starting Salary:</b> based on experience

**Job Description:** This is a full-time position in which the person has responsibility for assisting with water distribution, repair and maintenance of the existing water system in the Manville Water Service area. This position reports to the Production Supervisor & Director of Operations.

## License Requirements:

- Must possess a valid Texas Driver's License
- Must obtain a valid Texas Commercial Driver's License (CDL) within one year of employment
- Must obtain a valid Texas Ground Water Operator License "C" Class within 2 years

## Requirements:

- \* Must be 21 years of age with at least 3 years driving experience
- \* Ability to maintain confidentiality
- \* Must be physically capable of operating a vehicle safely, and are eligible to be insured with the company insurance automobile plan
- \* Experience working in the water supply and distribution field or relevant experience
- \* Ability to operate heavy equipment such as a backhoe
- \* Understand and follow oral and written instructions in the English language
- \* Ability to operate electronic devices, i.e. laptop computer, tablet, cell phone, etc.
- \* Bend or stoop repeatedly or continually over time to repair or replace water lines or meters
- \* Must be available via company provided cell phone while on-call and during all scheduled working hours
- \* Will be subject to unannounced alcohol and drug testing as a condition of continued employment
- \* Learn job-related material through oral instruction and observation or through structured lecture in an on-the-job training setting or in a classroom
- \* Make continuous or repetitive arm-hand movements to make repairs to the water distribution system
- \* Make fine, highly controlled manipulations of objects
- \* Coordinate the movement of more than one limb simultaneously to operate equipment
- \* Lift arms above shoulder level
- \* Climb steps to get into and out of equipment
- \* Travel across rough, uneven or rocky surfaces
- \* Move heavy objects (50 pounds or more) long distances (more than 20 feet)
- \* Set up and remove barricades, traffic cones or similar objects

**Working Conditions:** Work in water distribution requires; exposure to water, chemicals, hazardous materials, noise, and heavy lifting in excess of 50 lbs., moving, standing and climbing. May work at heights, in confined spaces and in inclement

## Job Responsibilities:

- \* Be in compliance and familiar with all TCEQ rules and guidelines
- \* Be in compliance and familiar with all OSHA rules and guidelines
- \* Assist in monitoring all equipment, gauges and meters at regular intervals, making adjustments as needed and recording data
- \* Assist in monitoring and trouble shooting the VTS SCADA System
- \* Understand the methods, techniques and operational characteristics of mechanical equipment used in general public works, construction and maintenance
- \* Assist in monitoring chemical supplies, change chemicals as required and record data
- \* Assist with testing water volume and pressure; Collect water samples for chlorine residual, bacteriological and other tests as directed
- \* Be familiar with operating procedures, preventive and corrective maintenance procedures, and safety procedures for the following; meters, flushing equipment, pumps, motors and generators, pipes and joints, and valves and fittings
- \* Assist with conducting and follow required wastewater plant permit requirements and testing

- \* Have knowledge of leak detection procedures
- \* Have knowledge of critical safeguards of the distribution system
- \* Be familiar with the disinfection procedures: steps involved in sampling for coliform bacteria; relationship between chlorine dosage, demand and residual and significance of each
- \* Understand the hazards of chlorine gas, operating procedures, preventative and corrective maintenance procedures
- \* Understand the startup and shutdown procedures and safety procedures for chlorinators and other disinfection equipment
- \* Understand how to solve problems involving dosage and detention time
- \* Assist with routine repairs and adjustments to motors, pumps and other equipment
- \* Assist in maintaining all electrical components in proper working order
- \* Have a sound knowledge of safety issues regarding electrical and basic mechanical systems
- \* Basic knowledge of electrical/mechanical components and the ability to troubleshoot same
- \* Assist in maintaining and inspecting all plant equipment at regular intervals
- \* Identify and report potential problems to your Supervisor
- \* Oversee well repair/service as requested by your Supervisor
- \* Assist with inspecting, flushing, cleaning and performing minor to major repairs of water lines and laterals
- \* Assist in monitoring water quality and direct flushing projects as necessary
- \* Have knowledge of the Installation of Booster Pumps
- \* Assist, inspect and report to Supervisor on new plant upgrades
- \* Identify equipment needed and report to Supervisor for plant upgrades
- \* Adhere to safety standards; working safely without presenting a direct threat to self or others
- \* Ascertain that plant is ready for inspection at all times
- \* Identify and report potential problems to your Supervisor
- \* Be available for on-call weekend and after-hours assignments
- \* Operate and maintain a water service truck. Conduct vehicle preventative maintenance inspections and schedule service as needed
- \* Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes and work cooperatively and jointly
- \* Report any accident immediately to your Supervisor
- \* Knowledge of methods, materials, tools, equipment and practices used in repairing and installing water mains and related fittings
- \* Be aware of the hazards inherent in water distribution maintenance work and the safety measures required to do the job safely
- \* Use and care for properly, any hand tools or equipment used in the installation, maintenance and repair of the water distribution system
- \* Maintain all furnished equipment in a clean orderly manner and inspect routinely
- \* Keep proper and complete written records as directed by MWSC and TCEQ
- \* Assist in obtaining monthly well readings
- \* Ensure that all completed records are filed monthly with MWSC Office Staff
- \* Work independently in the absence of supervision
- \* Be familiar with various types of cross-connections and have general knowledge of backflow-prevention assemblies

This job description is a general description of this position and does not/will not contain all duties that will be assigned. As an employee of MWSC, you are expected to perform duties to the best of your ability and to perform duties as assigned.

**Benefits**

- \* Paid health care insurance for employee
- \* Dental, Life Insurance
- \* 401K after 1 year with 5% matching by company
- \* 14 paid holidays
- \* Paid sick and vacation leave

Interested candidates should submit a one-page cover letter, application and resume as follows:

By mail to Manville Search Committee, P. O. Box 248, Coupland, Texas 78615  
 By electronic mail to [hrcordinator@manvillewsc.org](mailto:hrcordinator@manvillewsc.org)