NEW BRAUNFELS UTILITIES

JOB DESCRIPTION

Job Title: Plant Operator I (Water)

Department: Water Treatment & Compliance

Reports To: Water Production Supervisor

Pay Status: Non-Exempt

Location: Surface Water Treatment Plant

Job Status: Full-Time

Job Grade: 400

Work Setting: On-Site

Date Created/Updated: 5/8/2026

Position Summary

The Plant Operator I is an entry-level position that focuses on achieving competency through learning and understanding a variety of technical work utilized for the operation of New Braunfels Utilities' water production and treatment systems, including the Surface Water Treatment Plant, Trinity Membrane Treatment Plant, and groundwater production facilities.

Essential Duties & Responsibilities

GROUNDWATER PRODUCTION OPERATIONS

- Under supervision of Plant Operator II, III, or Sr. operates and adjusts controls on groundwater treatment
- equipment and machinery such as valves, pumps, chlorinators, chemical feeders, motors, and other equipment
- Performs field laboratory tests for chlorine residuals, monochloramines, nitrates, ammonia, and turbidity as
- necessary
- Makes minor repairs to pumps and equipment
- Assists PdM Techs with major repair work when required
- Flushes water mains to improve water quality and record usage
- Cleans and performs general housekeeping duties at groundwater, pump station, and water storage sites
- Monitors water system through SCADA system and reacts to alarms within the system
- Collects total coliform and construction samples from distribution system using appropriate procedures
- Records and logs meter readings, hour readings, chemical usage, maintenance activities, and other pertinent information daily
- Comply with requirements as specified in applicable regulations for personal protective equipment, including clearance for use of respiratory protection and other associated equipment.
- Ability to wear appropriate respiratory protection in confined space and to perform duties with potential temperature and humidity extremes.
- Transports chlorine and other water treatment chemicals to wells and storage sites
- Respond to customer concerns and help resolve water quality issues

WATER TREATMENT OPERATIONS

- Under supervision of Plant Operator II, III, or Sr. monitors and adjusts treatment processes at treatment
- plants to meet regulatory requirements and demands of the public water system
- Under supervision of Plant Operator II, III, or Sr. operates and maintains activities associated with water

treatment plant chemicals, including chlorine, alum, polymer, liquid aluminum sulfate, and fluoride.
- Performs daily rounds at treatment plants to monitor and inspect treatment equipment and machinery
- Collects and analyzes water treatment plant samples for pH, alkalinity, hardness, turbidity, alum, and hardness to help optimize processes
- Performs jar testing to approximate coagulant dosage
- Monitors, controls, inspects, and performs minor maintenance of treatment plant equipment
- Calibrates plant analyzers and laboratory equipment at required intervals
- Maintain an awareness of safety conditions and perform assigned tasks with direct supervision
- Record data and operating conditions in appropriate spreadsheets or logbooks

GENERAL RESPONSIBILITIES

- Maintain regular attendance; leave schedule should be managed so as to not interfere with ability to accomplish tasks, including special projects and assignments with deadlines.
- Adhere to NBU safety guidelines and practices at all times and in all situations.
- Maintain a clear and safe work area, office, field site and vehicle as applicable.
- Develop & maintain effective customer service skills for communications with co-workers, customers and
- the public in general.
- Maintain strict confidentiality of business, employee and customer information in written and oral communications and safeguard sensitive documents.
- Adhere to NBU policies and procedures.
- Exemplifies NBU Core Values
- Participate in and support initiatives to reach annual NBU Performance Measures.

Formal Education and Work Experience Requirements

Degree/Diploma Obtained: High School Diploma/GED Field of Study: General Studies

Work Experience Time Frame: No Experience Required Other: Click or tap here to enter text.

Certification and Licensures Requirements

- Employee must obtain a Class 'D' Water Operator License within one year of employment
- Class 'C' Groundwater and Class 'C' Surface Water Operator License must be obtained prior to expiration of the 'D' Water Operator License
- Valid Class 'C' Driver's License

Other Minimum Qualifications

- Flexibility in available hours, including holidays, weekends, and/or after hours is required.
- Must reside within a forty-five-minute response time of the NBU Service Center as measured by an internet mapping tool
- Pass a medical evaluation and fit test in accordance with OSHA standards for respirator use (29 CFR 1910.134).

Knowledge of Computer Software

	No Knowledge	Beginner	Intermediate	Expert
ArcGIS	☒	☐	☐	☐
AutoCAD	☒	☐	☐	☐

Crystal Reports	☒	☐	☐	☐
Microsoft Access	☒	☐	☐	☐
Microsoft Excel	☐	☒	☐	☐
Microsoft Word	☐	☒	☐	☐
Microsoft Publisher	☒	☐	☐	☐
Microsoft PowerPoint	☒	☐	☐	☐

Other Software Knowledge
SCADA, Hach WIMS, ADP, Halogen

Experience with Machines, Tools, Equipment and Other Work Aids
Welders, skid loader, mower, trash pump, weed eater, chainsaw, friction saw, pipe threaders, grinders, chemical feed pumps, chlorine scales, wall mount chlorinators, hoist, crane, hand and power tools, barrel dollies, hydraulic jack, impact tools, torches, hydraulic pullers, fire hoses, fire hydrant meter, pressure washer, chemical sprayer and core pro sludge tube.

Physical Demands

Standing: Constantly
☐Making Presentations
☒ Observing Work Sites
☒ Observing Work Duties
☒ Communication with Co-Workers

Fine Dexterity: Occasionally
☒ Computer Keyboard
☒ Telephone Keypad
☒ Calculator
☒ Calibrating Equipment

Walking: Constantly
☐ To Other Departments/Office/Office Equipment
☒ Around Worksite

Lifting: Occasionally
☒ Supplies
☒ Equipment
☒ Files

Carrying: Occasionally
☒ Supplies
☒ Equipment
☒ Files

Sitting: Occasionally
☒ Desk Work
☒ Meetings
☒ Driving

Reaching: Occasionally
☒ For Supplies
☐ For Files

Handling: Occasionally
☒ Paperwork
☐ Monies

Kneeling: Occasionally
☐ Filing in Lower Drawers
☐ Retrieving Items from Lower Shelves/Ground

Pushing/Pulling: Occasionally
☒ File Drawers
☒ Equipment
☒ Table and Chairs
☒ Hose

Climbing: Frequently
☒ Stairs
☒ Ladder
☒ Step Stool
☒ Onto Equipment

Vision: Constantly
☒ Reading
☒ Computer Screen
☒ Driving

☒ Observing Worksite

Foot Controls: Frequently
☒ Driving
☒ Operating Heavy Equipment
☐ Dictaphone

Balancing: Occasionally
☒ On Ladder
☒ On Equipment
☒ On Step Stool

Bending: Frequently
☒ Filing in Lower Drawers
☒ Retrieving Items from Lower Shelves/Ground
☒ Making Repairs

Crouching: Occasionally
☒ Filing in Lower Drawers

Other: Click or tap here to enter text.

☒ Retrieving Items from Lower Shelves/Ground

Crawling: Rarely
☒ Under Equipment
☒ Inside Attics/Pipes/Ditches

Hearing: Constantly
☒ Communication Via Telephone/Radio/To Co-Workers/Public
☒ Listening to Equipment

Twisting: Frequently
☒ From Computer to Telephone
☒ Getting Inside Vehicle

Talking: Frequently
☒ Communication Via Telephone/Radio/To-Co-Workers/Public

Environmental Factors

	Never	Seasonally	Several Times Per Year	Several Times Per Month	Several Times Per Week	Daily
Extreme Temperature (Heat, cold, extreme temp. change)	☐	☐	☐	☐	☐	☒
Wetness and/or humidity (bodily discomfort from moisture)	☐	☐	☐	☐	☐	☒
Respiratory Hazards (Fumes, gases, chemicals, dust, and dirt)	☐	☐	☐	☐	☐	☒
Noise and Vibration (sufficient to cause hearing loss)	☐	☐	☐	☐	☐	☒
Physical Hazards (High voltage, dangerous machinery, aggressive Customers)	☐	☐	☐	☐	☐	☒

Health and Safety Conditions

	Never (Never Occurs)	Rarely (Less than 1 hour per week)	Occasionally (1/3 or more of the time)	Frequently (From 1/3 to 2/3 of the time)	Constantly (2/3 or more of the time)
Mechanical Hazards	☐	☐	☐	☒	☐
Chemical Hazards	☐	☐	☐	☐	☒
Electrical Hazards	☐	☐	☒	☐	☐
Fire Hazards	☐	☐	☒	☐	☐
Explosives	☐	☐	☐	☒	☐
Communicable Diseases	☐	☒	☐	☐	☐
Physical Danger or Abuse	☐	☐	☒	☐	☐

Other: Click or tap here to enter text.

Primary Work Environment: Office Environment

Other: Substations, water plants and lab

Overall Strength Demands

☐ Sedentary - Exerting up to 10 pounds occasionally or negligible weight frequently, mostly sitting

☐ Light - Exerting up to 20 pounds occasionally, 10 pounds frequently, walking or standing often

☐ Medium - Exerting 20 - 50 pounds occasionally, 10 - 25 pounds frequently, or 10 pounds constantly

☒ Heavy - Exerting 50 - 100 pounds occasionally, 25 - 50 pounds frequently, or 10 - 20 pounds constantly

☐ Very Heavy - Exerting 50 pounds constantly

Non-Physical Demands

	Never	Rarely	Occasionally	Frequently	Constantly
Time Pressure	☐	☐	☒	☐	☐
Emergency Situations	☐	☐	☒	☐	☐
Frequent Change of Task	☐	☐	☒	☐	☐
Irregular Schedule/Overtime	☐	☐	☒	☐	☐
Performing Multiple Tasks Simultaneously	☐	☐	☒	☐	☐

Working Closely with Others as Part of a Team	☐	☐	☐	☒	☐
Tedious or Exacting Work	☐	☐	☒	☐	☐
Noisy/Distracting Environment	☐	☐	☒	☐	☐

Other: Click or tap here to enter text.

Employee Statement of Understanding

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYEE AGREEMENT BETWEEN NEW BRAUNFELS UTILITIES (NBU) AND THE EMPLOYEE. Nothing is this position description restricts NBU's ability to assign, reassign or eliminate duties and responsibilities of this job at any time.

I HAVE READ AND RECEIVED A COPY OF THIS JOB DESCRIPTION.

_____
Employee's Signature

_____
Employee's Printed Name

_____
Date