



Porter Special Utility District

22162 Water Well Road

Porter, Texas 77365

Office: (281) 354-5922

Fax: (281) 354-5050

Job Title: Distribution Apprentice
Starting Pay: \$16.00/hour (DOQ)
Close Date: Open Until Filled

Introduction:

Porter Special Utility District supplies water to approximately 17,650 people within its political boundary which currently consists of 5,828 residential and commercial connections, plus several wholesale connections. Spanning 22.5 square miles, the District lies within Montgomery County and is adjacent to the metropolitan area of Northeast Harris County. Several highways transverse the District giving it a diverse mixture of residential and commercial developments that are rapidly growing. With nineteen full-time employees the District operates and maintains roughly 124 miles of water mains, 500 fire hydrants, five water wells, and four elevated storage tanks to deliver approximately 875 million gallons of water annually to our customers. Our facilities are managed through a SCADA control system and the District recently replaced all distribution meters with an AMI metering system.

The District is seeking the most qualified candidate for the position of Distribution Apprentice. Under the direction of the District's Chief Distribution Operator, this person works within a team environment with other District personnel to perform the tasks necessary for the operation and maintenance of the District's water distribution system. Working as a team with the Chief Distribution Operator and Distribution Operator, the Distribution Apprentice is primarily responsible for installing new taps, and repairing water main leaks, fire hydrants, and valves. The Distribution Apprentice is responsible for performing tasks safely and within the high-quality standards of the District. This position is full-time, hourly, and considered non-exempt under the Fair Labor Standards Act.

The Apprentice position is only available for up to (2) years (can only be extended if the District fails to offer necessary courses). Employment will be terminated if employee is not eligible to progress to Distribution Operator on or before that date. Distribution Operator requires a TCEQ Class "D" Water License.

Knowledge, Skills and Abilities:

- Ability to understand and follow verbal instructions, and written procedures and instructions
- Ability to carry out all duties in a safe manner
- Ability to communicate in a positive and friendly manner and maintain good morale with coworkers and the public
- Mechanically inclined

Problem solving skills and the ability to prioritize tasks • Must respond in (1) one hour to after hour calls if necessary

Basic Knowledge Skills and Abilities To Gain From This Position:

- Knowledge of water distribution operation & maintenance
- Ability to assess, troubleshoot, and repair components of a water distribution system
- Ability to carry out all duties in a safe manner and ensure that other employees are following the District's safety policies
- Provide excellent customer service to District customers
- Competency in operation of an excavator and backhoe
- Prepare, submit, and review work orders and various reports in a consistent and timely manner
- Safety guidelines and requirements for water utilities

EXAMPLES OF DUTIES

- Knowledge of the District organizational structure, functions of the District, and the rules, regulations, policies, and procedures of the District
- Operate a variety of equipment, machinery, and hand tools when assisting in other duties
- Assess, troubleshoot, and repair components of the water distribution system
- Complete work orders assigned using District-issued smart phone or tablet
- Carry out all assigned duties in a safe manner and ensure all coworkers are following District safety policies, report non-compliance to Chief Distribution Operator
- Follow Texas-811 protocol for utility locates on all excavations
- Perform line locates submitted from Texas-811 within the time frame designated by each locate request
- Evaluates the condition of assigned equipment, tools, and vehicles to ensure they are in proper working order and being properly maintained
- Ensure record keeping of time worked and completion of work orders
- Conduct inventory assessment for all materials of trade and requests material acquisitions as needed to Chief Distribution Operator
- Work with contractors for special services pertaining to the District's water distribution system and meter reading system. This may include private road repairs, water main repairs and installations, meter replacements, troubleshooting problems with components of the AMI metering system
- Responsible for inspecting the workmanship and existence of necessary PPE and other safety equipment, and making recommendations for acquiring new or additional PPE and safety equipment
- Adhere to proper safety procedure, analyze what safety hazards may be encountered ahead of time, and will take steps to properly prepare for expected safety issues such as use of specific PPE, and will take appropriate action in the event that sudden and unexpected safety issues arise
- Performs inspections and surveys of the District's water system
- Completes detailed and organized reports

- May respond to customer complaints and questions in a manner that promotes good will toward the District, and maintains good relations with the public, other District employees, vendors, and contractors.
- An understanding of the District’s Cross Connection Control Program and Rules & Regulations
- Perform other duties and responsibilities as assigned

Education and/or Experience Requirements:

- High School diploma or equivalent required • Valid Class “C” Texas driver license required
- Must obtain TCEQ Class “D” Water Operator License within two (2) years of the date of employment

Attractive Benefits Package:

- Health, Dental, and Vision Insurance for Employee (100% Paid by the District) • Health Insurance for Employee Dependents (80% Paid by the District) • Dental and Vision Insurance Available for Employee Dependents • 401k Retirement Plan • Paid Vacation Leave • Paid Sick Leave • Paid Training and Licenses • 9 Paid Holidays

Additional Information:

This position is open until filled, which means that this job posting may be taken down at any moment once the District has filled the position.

This job posting is not intended to list every function of the position, does not constitute an employment agreement, and is subject to change.

To ensure the safety of the public and reduce the risk for loss, background and drug/alcohol screenings are completed on applicants selected for employment. This position is subject to a screening process including but not limited to criminal history search, reference check, education and employment verification, motor vehicle record check, and/or credit report check.

Interested applicants should submit an application, resumé and cover letter to Human Resources (employment@portersud.com). Applications are available online, portersud.com, and at the District’s Office located at 22162 Water Well Road. Resumés will not be accepted in lieu of a completed application.

Porter Special Utility District is an Equal Opportunity Employer.

Porter Special Utility District
Internal & External Job Posting