



JOB OPPORTUNITY BULLETIN

Harrison County affords equal job opportunity to all individuals, regardless of race, color, religion, sex, age or national origin.

Today's Date: **July 31, 2025**

Date Listing Will Close: **August 7, 2025 at 5 p.m.**

The following department has a vacancy for qualified employees in the following position:

Class Specification: **Maintenance Operator**

Location /Department: **West Harrison Water and Sewer Division**

Salary: **\$17.50- \$21.00 per hour**

Position Summary: **See Attached Job Description**

Job Duties and Responsibilities: See Attached Job Description

Qualifications / Experience: See Attached Job Description

HARRISON COUNTY PERSONNEL/ HUMAN RESOURCES

1801 - 23rd Avenue, Second Floor, North Hall, Gulfport Courthouse
Phone: (228) 865-4194 Fax: (228) 865-4162 www.co.harrison.ms.us

APPLICATIONS MUST BE RECEIVED BY 5:00 P.M.

HARRISON COUNTY, MISSISSIPPI JOB DESCRIPTION

JOB TITLE: Maintenance Operator

DEPARTMENT: West Harrison Water & Sewer **FLSA STATUS:** Non-Exempt

REPORTS TO: WHWSD Director **POSITION CODE:** 9015

MAINTENANCE REVIEW DATE: July 31, 2025 **CLOSING DATE:** August 7, 2025

This job description on should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job-related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job related responsibilities and tasks to this job at any time. Certain functions are understood to be essential; these include, but are not limited to, attendance, getting along with others, working a full shift, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the essential function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA), reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

JOB OBJECTIVE: This job consists of operating heavy equipment as well as other machinery to perform maintenance activities for the West Harrison Water & Sewer Division. Must have 2-5 years of experience working with sewer system infrastructure.

ESSENTIAL JOB FUNCTIONS:

1. Respond to calls for service during and after hours for repairs on grinder pump stations, sewer lines and water services.
2. Clean Sewer lines and manholes.
3. Operate excavator installing water and sewer main taps, meters and valves.
4. Clean, repair and inspect sewer lift stations.
5. Respond to and complete 811 locates.
6. Rebuild grinder pumps as needed.
7. Perform landscape and finishing task on excavation sites.
8. Mow grass at all WHWSD properties.
9. Perform cut offs for nonpayment emergencies.
10. Communicate effectively with customers.

SECONDARY DUTIES AND RESPONSIBILITIES:

1. Assist other divisions as required or assigned.
2. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES: N/A

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Some knowledge of maintenance requirements for light and medium duty trucks
- Skill in the operation of light and medium trucks and trailers
- Skill in the operation of hand tools
- Skill in the operation of hand and tractor mounted mowing equipment
- Skill in the operation of excavator equipment
- Ability to follow simple oral and written instructions
- Ability to perform manual labor in all weather conditions
- Ability to locate assigned work sites from instructions or maps
- Ability to communicate effectively both verbally and written
- Ability to rebuild, inspect, repair grinder pumps
- Knowledge of all related safety procedures

These knowledge, skills, and abilities are usually, although not always, acquired through at least one year of experience in the operation of light and medium duty trucks and trailers; OR any equivalent combination of experience and training which provides the required knowledge, skills, and abilities. Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENT: Must possess a valid Mississippi Class "D" Driver's License before employment and maintain licensure for duration of employment in this position.

SALARY RANGE: \$17.50- \$21.00 Hourly

PHYSICAL REQUIREMENTS:

The physical activities marked below are representative of those that will be required on a regular basis to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

	YES	NO
Work involves lifting, pushing, pulling or carrying 80 pounds or more	✓	
Work involves the operation of earth-moving equipment or commercial motor vehicles	✓	
Work involves the operation of non-commercial motor vehicles	✓	
Work involves the operation of tools such as axes, shovels, sling blades, etc.	✓	
Work involves the operation of motorized equipment such as chain saws, power saws, jackhammers, lawn mowers, tractor, excavator, etc.	✓	
Work involves climbing or running	✓	
Work involves stooping, bending, twisting, or reaching out in unusual positions	✓	
Works above ground or floor level, such as on stools or ladders	✓	
Works in a relatively high average temperature over a long period of time	✓	
Work involves considerable physical exertion of the whole body over a long period of time	✓	
Work requires near vision (20 inches or less)	✓	
Work involves the detection of color differences	✓	
Work involves determination of the correct location of a sound, such as footsteps		✓
Work involves hearing and understanding conversation or sounds	✓	

WORK ENVIRONMENT:

The environmental conditions marked below are common to this job:

	YES	NO
Outdoor Weather Conditions	✓	
Wet, Humid Conditions (non-weather)		✓
Work Near Moving Mechanical Parts	✓	
Work in High, Precarious Places		✓
Fumes or Dust	✓	
Toxic or Caustic Chemicals	✓	
Extreme Heat (non-weather over 90° F.)	✓	
Low Noise (e.g., business office)	✓	
Moderate Noise (e.g., light motorized equipment such as lawn mowers)	✓	
Loud Noise (e.g., jackhammer, heavy motorized equipment)	✓	

***This is an acknowledgement that I have read and understand this job description:**

Signature: _____

Date: _____