

**CARTERET-CRAVEN ELECTRIC COOPERATIVE**  
**POSITION DESCRIPTION**

**POSITION:**

Water System Operator

**REPORTS TO:**

VP, Engineering & Operations

**DEPARTMENT:**

Operations

**DIRECTS:**

None

**EFFECTIVE:** 07/2023

**GRADE:**

**PURPOSE OF POSITION:**

To supervise, perform and participate in the routine maintenance, repair or construction of water system lines and appurtenances, as well as in emergency or critical situations.

**MINIMUM JOB SPECIFICATIONS:**

The following requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

**Education:** Require High School Graduate/Equivalent. C-Well, B-Distribution and Cross Connection certifications required.

**Experience:** Prefer a minimum of four years' experience in the maintenance, repair and/or construction of water lines including some supervisory experience.

Require excellent verbal and interpersonal skills to effectively interact with members; flexibility to work varied hours. Require the ability to maintain current American Red Cross Standard First Aid and Adult CPR certification.

**Driver's License and Employment:** Require the ability to have and maintain a valid North Carolina "A" driver's license. Require the ability to obtain a CDL within six months of employment. Required to have and maintain DOT certification and successfully pass the Cooperative's employment entrance examination and drug screen.

**WORKING CONDITIONS:**

Field work with exposure to adverse elements of weather; exposure to electric shock, electric and magnetic fields; strenuous physical work, including heavy lifting; require flexibility to work irregular hours and to work overtime on short notice; flexibility to work during emergency situations. Require physical ability in climbing, balancing, stooping, pushing, crouching, crawling, reaching, standing, walking, pulling, lifting, fingering, grasping, talking, hearing, defined heavy work. Require visual acuity as machine operator (b) and as mobile equipment operators (c). Adverse weather conditions include defined (d), (e), (f), and (h).

**WORKING RELATIONSHIPS:**

Internal: Two-way communication with immediate supervisor on work related plans and approvals, to receive direction and guidance as needed for performance improvement;

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External: Demonstrates an awareness that the job exists to provide quality customer service, and at every opportunity to achieve customer and public understanding for support of the Cooperative.

### **ESSENTIAL DUTIES:**

**Note:** The following are the essential duties of this position and do not include marginal functions that are incidental to the performance of fundamental job duties. The scope and duties of a given position may change or be temporarily altered based on the business needs of Carteret-Craven Electric Cooperative. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

1. Serve as the operator in responsible charge.
  - a. Acts in accordance with NCDEQ Rules Governing Water Treatment Facility Operators
  - b. Ensures standard operating procedures are established for the facility. These procedures shall ensure that decisions about water quality or quantity that affect public health are carried out. The procedures shall instruct persons lacking proper certification to refer all the decisions affecting public health to the certified operator on duty or to the operator in responsible charge.
  - c. Ensures availability for consultation on the premises of the facility in case of an emergency, equipment malfunction, or breakdown of equipment.
  - d. Designates a temporary operator in responsible charge during times when it is impossible for the operator in responsible charge to be on the premises.
2. Oversees, supervises, and participates in the repair and maintenance of water system lines and appurtenances, maintaining records.
  - a. Supervises and participates in the installation, repair, maintenance or construction of water system lines and facilities.
  - b. Supervises and participates in the installation of water system taps and large meter taps.
  - c. Responds to water system customer inquiries and complaints.
  - d. Repairs and replaces water lines and related facilities. Repairs asphalt cuts when work is completed. Oversees and performs landscaping on property when work is completed.
  - e. Locates water lines.
  - f. Annually exercises and repairs fire hydrants and water valves as needed, raises water valves and manholes.
  - g. Operates trucks, tractors, back-hoe, trencher, loader, and other mechanical equipment in connection with the above tasks. Ensures vehicles are supplied adequately to perform assigned work.
  - h. Perform on-call and after-hours work for water system as needed.
  - i. Performs building and grounds maintenance as required.
  - j. Performs related tasks as required.

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3. Ensures proper function of water system through inspection and data collection.
  - a. Routinely inspects water treatment plant and well sites.
  - b. Records meter data, monitors residual chlorine and water hardness.
  - c. Makes necessary adjustments based on collected data.
  - d. Performs the daily, weekly, and annual state required system testing. Collects specimens and coordinates with approved laboratory for testing.
4. Directs activity of assisting personnel.
  - a. Instructs personnel in appropriate maintenance of the water system.
  - b. Ensures required testing is done correctly and in a timely manner.
  - c. Monitors performance in accordance with policies and procedures.
5. Safely operates and maintains trucks and other equipment.
  - a. Ensures that assigned trucks, tools and working equipment are properly used and kept in good working condition and that any required repairs are promptly reported to the immediate supervisor.
  - b. Maintains truck inventory sheets.
  - c. Ensures that assigned trucks are kept clean and neat, with materials kept in proper places.
5. Ensures safety awareness and the maintenance of safety standards.
  - a. Maintains current American Red Cross Standard First Aid and Adult CPR certification administered by the Cooperative.
  - b. Maintains compliance with traffic laws, safety rules and regulations.
  - c. Ensures compliance with federal motor carrier regulations and state DOT/Public Service Commission requirements.
  - d. Promotes continuous improvement of workplace safety and environmental practices.