

KINGBROOK RURAL WATER SYSTEM, INC.
JOB DESCRIPTION
June-2022

Job Title:

Operations Specialist

Summary:

Under direction, this Operations Specialist performs water distribution work involving the operation and maintenance of water distribution facilities. This position works on problems of limited scope, follows standard practices and procedures. Builds stable working relationships with internal teams and is required to pass a six-month probationary period.

As a member of the operations team, to operate and maintain Kingbrook Rural Water Distribution facilities to assure that the Kingbrook member's water and service needs are met efficiently and promptly in a user-friendly manner.

Reports to:

Operations Manager

Example of Duties:

1. Maintain required records and reports.
2. Operate and maintain the distribution facilities including assigned tower, booster pump station and or pipeline.
3. Understand the operation and use of the SCADA System, Badger/Beacon Metering System and GIS as well as other equipment.
4. Perform meter reading, repair, and annual maintenance.
5. Perform bill collections, discontinue member service or connect service to new members as required.
6. Obtain membership application and easements as required.
7. Look for evidence of system water leaks and repair the same.
8. Respond to customer needs.
9. Maintain and operate all equipment in a safe manner.
10. At approximately three months, you will be expected to participate in an "on call duty" that will require serving on a rotating schedule to be on call approximately six

to seven times a year outside normal duty hours, including weekends and holidays, so that the emergency needs of the members are met efficiently and promptly.

11. Responsible for maintenance and upkeep of assigned vehicle.

12. Perform other duties as assigned.

Desirable minimum qualifications and requirements:

Must have a high school diploma or equivalent education. Must possess basic math skills, mechanical and electrical aptitude abilities and skills. Must be able to work in closely confined conditions. Must be able to perform duties that may entail manual labor requiring continuous walking, bending, kneeling, lifting, climbing and carrying heavy and awkward items. Must possess good communication skills, both orally and in writing. Must be self-motivated and able to plan and organize his/her work as a member of the team with a minimum amount of direct supervision.

Training and experience requirements:

Applicant must obtain a Class I Water Distribution License within 18 months and a Class I Water Treatment License with 24 months of selection for this position. Pay range is \$21.38 to \$24.67 and is dependent on experience. **Position is open until filled.**