

KINGBROOK RURAL WATER SYSTEM, INC.
JOB DESCRIPTION

Job Title:

System 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, 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 applications and easements as required and recommend line routing and perform inspection during and after construction.
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. Assist the Treatment Plant Manager or Specialist in the operation and maintenance of the treatment facilities when directed to do so.

11. 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.
12. Responsible to maintenance and upkeep of assigned vehicle.
13. Perform other duties as assigned.

Desirable minimum qualifications and requirements:

Must possess a South Dakota driver’s license and 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 certification within 18 months and a Class I Water Treatment certification with 24 months of selection for this position. Class II Water Distribution and Class II Water Treatment certifications are required within 60 months of hire date.

Benefits:

Kingbrook will pay 90% of Employee, Employee/Spouse, Employee/Children or Family premium for the following:

- Wellmark Plan
- GAP Plan (secondary medical coverage)
- Principal Dental Plan

Kingbrook will pay 100% of the Employee premium for the following:

- Long-Term Disability
- \$25,000 of Basic Life Insurance

Kingbrook will contribute 8% of employee’s annual salary to a Kingbrook sponsored Savings Plan with voluntary contributions made by the employee.

Kingbrook offers optional coverage all paid by the employee for the following: AFLAC, Principal Vision and Voluntary Life Insurance.

Kingbrook offers 11 paid holidays, paid vacation and paid sick leave.

A starting pay range is \$22.00 to \$25.70 will be based on, work experience or water distribution experience including certification. **Position is open until filled.**