



Office of the Town Manager  
114. N Raiford Street  
Selma, North Carolina 27576  
Phone (919) 965-9841  
[www.selma-nc.com](http://www.selma-nc.com)

## **UTILITY SYSTEM OPERATOR**

### **General Statement of Duties**

Performs responsible technical work in well water plant operations, water distribution and wastewater collection system, water and sewer pumping station maintenance, and other related utility functions for the Town.

### **Distinguishing Features of the Class**

An employee in this class performs a variety of operational and maintenance duties designed to produce and distribute safe potable water and to disposal of domestic wastewater. The employee serves as operator in responsible charge or Secondary Operator in Responsible Charge for the Grade II collection system, Grade B water distribution system, and taking distribution system samples and preparing the Water Supply Plan and Consumer Confidence Report. Work includes monitoring the well and water plant operations through observation, mechanical readings and the results of standard chemical and biological tests and to make necessary adjustments in the chemical feed process as test results dictate. Employee also makes regular rounds to inspect water and sewer pumping stations taking readings and performing maintenance and repairs and participation with the crew in maintenance and repair of water and sewer lines, hydrants, valves, etc. Work also includes substantial recordkeeping of work activities. Employee is subject to hazards associated with well and pumping stations including working in both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as loud noises, moving mechanical parts, electrical current, chemicals, fumes, odors, dusts, mists, gases, oils, poor ventilation, working in small spaces such as sewer pipes. Workers may be required to wear respirators when working around chlorine tanks. Work may be subject to the final OSHA standards on blood borne pathogens. Employee is also subject to on-call and call-back requirements. Work is performed under general supervision of the Public Services Director and reviewed by observation, conference, and reviewing records for adherence to operations standards, regulations, instructions, and safety practices.

### **Duties and Responsibilities**

#### **Essential Duties and Tasks:**

- Inspects, maintains, and repairs water and sewer pumping stations; collects residual samples, verifies proper operation and chemical addition; checks wells for proper chemical feed and adjusts chlorine based on standard tests; performs standard chemical and biological analyses.
- Takes readings of various pumps, motors, and chemicals; enters readings into manual and electronic record systems; maintains detailed records of work activities.
- Determines state requirements and organizes a distribution system sampling program; takes samples of water at various points in the distribution system and prepares for laboratory analysis; prepares Consumer Confidence Report and local Water Supply Plan annually.
- May serve as back-up Operator in Responsible Charge or Secondary Operator in Responsible Charge of the wastewater collection system; prepares reports; notifies the state in the event of a sewer spill in the absence of the supervisor.
- Assists with preparation of preventive maintenance schedules; performs maintenance and repairs to various pumps, motors, etc.; cleans sewage lift stations; disassembles pumps and replaces bearings and other broken parts; checks alarm and telemetry systems; checks and performs maintenance on generators; troubleshoots electrical, mechanical, and some electronic parts.
- Participates with the crew in the maintenance and repair of water and sewer lines, hydrants, valves, and other appurtenances; makes water and sewer taps; investigates customer complaints.
- Assists with maintaining an accurate inventory of supplies and materials.
- Performs general preventive and scheduled maintenance; assists on major maintenance and repairs.

- Operates video camera equipment to inspect sewer lines.
- Prepares and maintains electronic and paper records and reports.
- Operates a variety of equipment including sewer jetter and vacuum, back hoe, dump truck, hoist, etc.

Additional Job Duties:

- Performs related duties as required.

**Recruitment and Selection Guidelines**

Knowledge, Skills, and Abilities:

- Considerable knowledge of the operating characteristics and maintenance requirements of well water systems and water and sewer pumping stations, lines and appurtenances.
- Knowledge of applicable federal, state, and local laws, ordinances, and permitting requirements.
- Knowledge of the occupational hazards of the work and of necessary safety precautions.
- Knowledge of standard laboratory tests and procedures used in well operations.
- Knowledge of hydraulic, chemical and mechanical principles pertinent to water or wastewater treatment plant operations.
- Working knowledge of the use of information technology applied to work assignments.
- Skill in the operation of medium and heavy equipment, collaborative conflict resolution and customer service.
- Ability to detect flaws in the operation of mechanical equipment and to determine proper remedial measures.
- Ability to conduct routine laboratory test.
- Ability to understand and follow moderately complex oral and written instructions.
- Ability to read meters, charts, and technical manuals and drawings accurately and to maintain records of shift operations.
- Ability to establish and maintain effective working relationships with supervisors, co-workers, and the general public.
- Ability to prepare and maintain records and reports.

Physical Requirements:

- Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, reaching, walking, pushing, pulling, lifting, grasping, and hearing.
- Must be able to perform medium work exerting up to 50 pounds of force occasionally; and/or up to 20 pounds of force frequently; and/or up to 10 pounds of force constantly to move objects.
- Must possess the visual acuity to read gauges, dials, and observe moving parts of machines, and to record and review written records.

Desirable Education and Experience:

Graduation from high school supplemented by course work in chemistry or biology and considerable experience in the operation and maintenance of a well water system or maintenance and repair of water and sewer pumping stations; or an equivalent combination of education and experience.

Special Requirements:

- Ability to obtain a valid Class B North Carolina Commercial Driver's License within six months of hire.
- Possession of a Grade B well operator certification, Grade B water distribution system operator certification and/or Grade II wastewater collections system operator certification.

The salary range for this position is \$\$45,885-\$71,078. This is a salary grade 16.

The Town of Selma's Application for Employment may be downloaded from the link <https://selma-nc.com/wp-content/uploads/2020/06/employment-application-3-13-2019.pdf>. The selected applicant will be required to complete a background investigation, pass a pre-employment physical and a drug-screening test. Applicants may submit a resume; *however, resumes are not accepted in lieu of a completed employment application.* It is preferred that all completed and signed Employment Applications

be submitted via email to [lblanton@selma-nc.com](mailto:lblanton@selma-nc.com). Other acceptable methods of receipt are via hand delivery or U.S. Mail to the attention of Leigh Ann Blanton, HR Director, Town of Selma, 114 N. Raiford St., Selma, NC, 27576. Should you have any questions, please contact Leigh Ann Blanton either by email or phone (919) 965-9841, Ext 1005. The Town of Selma is an EEO/M-F/AA/ADA/Drug-Free Employer.

As required by law, the Town of Selma participates with E-Verify to determine legal employment eligibility status.