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Street  
Quincy, Florida  
32351-5679

### **DIRECTOR OF WATER SERVICES**

Talquin Electric Cooperative, Inc. is seeking qualified candidates for the position of Director of Water Services. This is an executive level position that reports directly to the General Manager. Requires a Bachelor of Science degree in Engineering and a minimum of 5 years of experience in the water and wastewater utility industry with demonstrated increasing levels of responsibility of supervision/management. An additional 5 years or more of supervision/management experience in the water and wastewater utility industry and/or another relevant form of higher education achievement may be substituted for the degree requirement. Requires a valid driver's license. Must have a working knowledge of water and wastewater plant operations, regulatory sampling requirements, water and wastewater facilities and state and federal requirements for daily operations of these plants. Requires demonstrated excellent interpersonal, verbal and written communication skills with managers, employees and the public. Requires the ability to be responsive and persuasive at all levels of the organization and ability to handle employee and Member issues in a confidential and tactful manner. Requires demonstrated computer skills including the ability to enter and extract information. Must be proficient in the use of word processing, spreadsheet and presentation software and possess the ability to become proficient with the Cooperative's computer systems and software. Requires the ability to effectively prepare presentations, speak in public and participate in activities after routine working hours on a regular basis. Requires demonstrated excellent planning and organizational skills, and the ability to effectively conduct training sessions with employees. Provides strategic direction and leadership to the Cooperative, specifically in the areas of water and wastewater.

Must be able to pass Cooperative physical examination as well as pre-employment drug screen and background check. Must live at a primary residence located within the four counties served by the Cooperative (Gadsden, Leon, Liberty, or Wakulla).

#### **OBJECTIVES:**

- A. To develop and maintain a safe, secure and supportive working environment for all personnel in the Cooperative's Water Services Department.
- B. To ensure that Cooperative Members receive the best possible service in a courteous manner and consistent with sound practices.
- C. To ensure safe, efficient, and reliable water and wastewater service to the Cooperative's Members by the proper construction, operation, and maintenance of those systems.
- D. To ensure sound growth of water and wastewater services through utility development practices that are competitive.
- E. To supervise and lead the Cooperative's Water Service department in a professional and

respectful manner and to deliver exceptional service to Members.

F. To promote the interests of the Cooperative and create good will in local communities.

**RESPONSIBILITIES:**

A. Perform duties in a safe, satisfactory, competent and timely manner.

B. Effectively supervise the water department personnel's daily operations.

C. Follow federal, state, and local building and environmental regulations in the construction, operation, and maintenance of the water and wastewater systems.

D. Prepare water services operation and maintenance procedures.

E. Train personnel to carry out water department operations and maintenance policies.

F. Determine when water services policies are properly followed and take corrective action as needed.

G. Oversee and assist in the construction management of system expansions and coordinate with other related departments.

H. Assist in the review of plans, specifications, and right-of-way easements of proposed expansions.

I. Assist in making 1 to 5 year plans for cost-effective capital improvements, operation, and maintenance.

J. Assist in preparing monthly reports on department status and analyze for improvements.

K. Assist Safety Administrator in training and license requirement recordkeeping.

L. Provide technical input and assistance to local government planning agencies.

M. Review water and wastewater plans and applications.

N. Perform other duties as assigned.

To apply, please submit a cover letter and résumé to [humanresources@talquinelectric.com](mailto:humanresources@talquinelectric.com) **no later than Friday, December 16, 2022.**

*An Equal Opportunity Employer  
All replies are confidential.*

TALQUIN ELECTRIC COOPERATIVE, INC.  
Quincy, Florida

POSITION DESCRIPTION

DIRECTOR OF WATER SERVICES

I. MANDATORY REQUIREMENTS & QUALIFICATIONS:

Requires a Bachelor of Science degree in Engineering and a minimum of 5 years of experience in the water and wastewater utility industry with demonstrated increasing levels of responsibility of supervision/management. An additional 5 years or more of supervision/management experience in the water and wastewater utility industry and/or another relevant form of higher education achievement may be substituted for the degree requirement. Requires a valid driver's license. Must have a working knowledge of water and wastewater plant operations, regulatory sampling requirements, water and wastewater facilities and state and federal requirements for daily operations of these plants. Requires demonstrated excellent interpersonal, verbal and written communication skills with managers, employees and the public. Requires the ability to be responsive and persuasive at all levels of the organization and ability to handle employee and Member issues in a confidential and tactful manner. Requires demonstrated computer skills including the ability to enter and extract information. Must be proficient in the use of word processing, spreadsheet and presentation software and possess the ability to become proficient with the Cooperative's computer systems and software. Requires the ability to effectively prepare presentations, speak in public and participate in activities after routine working hours on a regular basis. Requires demonstrated excellent planning and organizational skills, and the ability to effectively conduct training sessions with employees. Provides strategic direction and leadership to the Cooperative, specifically in the areas of water and wastewater.

Must be able to pass Cooperative physical examination as well as pre-employment drug screen and background check. Must live at a primary residence located within the four counties served by the Cooperative (Gadsden, Leon, Liberty, or Wakulla).

II. PHYSICAL REQUIREMENTS:

Either with or without reasonable accommodation, must be able to sit, stand, stoop, kneel, use hands and fingers to operate equipment including typewriters, computers, etc. Must be able to work seated or standing, as appropriate, at desk and counter height positions for extended periods of time. Must be able to lift and move supplies, equipment, etc. up to 15 pounds. Must be able to lift supplies, documents, records, etc. and place in proper storage compartments, some of which are overhead. Must be able to talk and hear at conversational levels. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus.

III. OBJECTIVE:

- A. To develop and maintain a safe, secure and supportive working environment for all personnel in the department.
- B. To ensure that Members receive the best possible service in a courteous manner and consistent with sound practices.
- C. To ensure safe, efficient, and reliable water and wastewater service to the Members by the proper construction, operation, and maintenance of those systems.
- D. To ensure sound growth of water and wastewater services through utility development practices that are competitive.
- E. To supervise and lead the Cooperative's Water Service department in a professional and respectful manner and to deliver exceptional service to Members.
- F. To promote the interests of the Cooperative and create good will in local communities.

IV. RESPONSIBILITIES:

- A. Perform duties in a safe, satisfactory, competent and timely manner.
- B. Effectively supervise the water department personnel's daily operations.
- C. Follow federal, state, and local building and environmental regulations in the construction, operation, and maintenance of the water and wastewater systems.
- D. Prepare water services operation and maintenance procedures.
- E. Train personnel to carry out water department operations and maintenance policies.
- F. Determine when water services policies are properly followed and take corrective action as needed.
- G. Oversee and assist in the construction management of system expansions and coordinate with other related departments.
- H. Assist in the review of plans, specifications, and right-of-way easements of proposed expansions.
- I. Assist in making 1 to 5 year plans for cost-effective capital improvements, operation, and maintenance.

- J. Assist in preparing monthly reports on department status and analyze for improvements.
- K. Assist Safety Administrator in training and license requirement recordkeeping.
- L. Provide technical input and assistance to local government planning agencies.
- M. Review water and wastewater plans and applications.
- N. Perform other duties as assigned.

V. RELATIONSHIPS:

- A. Reports to: General Manager
- B. Directs: Manager of Water Services  
Water Services Engineer  
All employee positions in the Water Services Department.
- C. Coordinates or cooperates with:
  - 1. Internal:
    - a. General Manager – To seek advice and assistance and also keep them informed of critical events within the area of responsibilities of this position.
    - b. Department Directors – Advise and coordinate activities on joint management decisions and efforts.
    - c. All other employees – Maintain good working relationships, especially regarding personnel, employee benefits, and training programs.
  - 2. External:
    - a. Federal, state, and local governmental regulatory and funding agencies.
    - b. Contractors.
    - c. Members and general public: Cooperate in every way possible to create and maintain harmonious relationships with Members and the general public.

VI. AUTHORITY AND ACCOUNTABILITY:

- A. The Director of Water Services shall have full authority to carry out the duties and responsibilities of this position in conformance with established policies and procedures.
- B. The Director of Water Services is accountable to the General Manager or their designee and the management of the cooperative for the efficient performance of these duties.
- C. The Director of Water Services shall secure approval of the General Manager or their designee in making decisions when policies are unclear, inadequate or require interpretation.
- D. This position may require dealing with sensitive and/or confidential matters of the Cooperative, and the Director of Water Services shall maintain such confidentiality at all times.

The position of Director of Water Services is a bona fide management position under the provisions of the Fair Labor Act and is considered to be an exempt position in relation to wage and hour regulations.