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1640 West Jefferson Street
Quincy, Florida
32351-5679

Water Services Vacancy

Talquin Electric Cooperative, Inc. is seeking a candidate to join our Water Services Department located in Tallahassee, Florida. All positions require a high school diploma or its equivalent. Education must be sufficient to enable individual to satisfactorily understand and carry out job responsibilities in an efficient and safe manner. Selected candidates will be hired into one of the following classifications, depending on experience and licensure:

Water Construction & Maintenance Operator III – Must have a Level 2 Water Distribution System License. Must have a minimum of three years as a Construction & Maintenance Operator II in the Water Services department, or equivalent experience. Requires knowledge of the maintenance and operation of distribution systems, fire hydrants, and water service line repairs. Must be proficient in the operation of the TV (camera) inspection system. Requires a valid CDL Class A driver's license.

Water Construction & Maintenance Operator II – Must have a Level 3 Water Distribution System License. Must have a minimum of two years as a Construction & Maintenance Operator I in the Water Services department, or equivalent experience. Have detailed knowledge of the maintenance and operation of distribution systems, fire hydrants, and water service line repairs. Must be proficient in the operation of the TV (camera) inspection system. Requires a valid CDL Class A driver's license.

Water Construction & Maintenance Operator I – Must have a Level 3 Water Distribution System License. Have knowledge of the maintenance and operation of distribution systems, fire hydrants, and water service line repairs. Have knowledge of the operation of the TV (camera) inspection system. Requires a valid CDL Class A driver's license.

Water Services Helper – Must have the ability to obtain a valid Florida Wastewater or Water Class C Operator Certification or Level 3 Water Distribution System License, as applicable. Knowledge of the maintenance and operation of distribution systems, fire hydrants, and water service line repairs is preferred.

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 a 30 minute drive, as determined solely by management, of any Talquin Electric office facility.

Talquin offers an excellent benefits package and a compensation structure commensurate with qualifications and representative of the market. To apply, please submit your resume to:

Erol Whaley, Aerotek
ewhaley@aerotek.com
904-557-3164

*An Equal Opportunity Employer
All replies are confidential.*

TALQUIN ELECTRIC COOPERATIVE, INC.
Quincy, Florida

POSITION DESCRIPTION

CONSTRUCTION/MAINTENANCE OPERATOR III

I. MANDATORY REQUIREMENTS:

Requires a high school diploma or its equivalent. Education must be sufficient to enable the individual to satisfactorily understand and carry out job requirements and responsibilities in an acceptable and safe manner. Must have a Level 2 Water Distribution System License. Must have a minimum of three years' experience as a Construction/Maintenance Operator II in the Water Services department, or equivalent experience. Requires knowledge of the maintenance and operation of distribution systems, fire hydrants, and water service line repairs. Must be proficient in the operation of the TV (camera) inspection system. Requires a valid CDL Class A driver's license.

Must be able to pass Cooperative physical examinations as well as pre-employment drug screen and background check. Must live at a primary residence located within a 30-minute drive, as determined solely by management, of any Talquin Electric office facility.

II. PHYSICAL REQUIREMENTS:

Either with or without reasonable accommodation, must be able to sit, stand, stoop, kneel, use hands and fingers to operate equipment. Must be able to climb ladders, towers, and work from heights. Must be able to walk extended distances. Must be able to bend and squat repeatedly during the course of a normal work day. Must be able to lift and pull heavy pipe. Must be able to lift ladders, tools, etc. and place in proper storage compartments, many of which are overhead. Must be able to lift and move materials and supplies up to 75 pounds. Must be able to perform duties in all types of weather. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus.

III. OBJECTIVE:

To provide an adequate and safe drinking water supply and/or wastewater service by performing work in a safe, effective manner that conforms to Talquin Electric Cooperative's specifications.

IV. RESPONSIBILITIES:

- A. Perform duties in a safe, satisfactory, competent and timely manner.
- B. Perform all duties of a Construction/Maintenance Operator II.

- C. Provide solutions to advanced or more complex issues related to maintenance and operation of distribution systems, fire hydrants, and water service line repairs.
- D. Perform other duties as assigned.

V. RELATIONSHIPS:

- A. Reports to: Construction/Maintenance Supervisor
- B. Directs: The work of assigned crews and contract workers.
- C. Coordinates and cooperates with:
 - 1. Internal:
 - a. Construction/Maintenance Chief: Keep informed of work assignments, priorities, and responsibilities.
 - b. Construction/Maintenance Supervisor.
 - c. Other Talquin Departments and Employees.
 - 2. External:
 - a. Contract Workers: Assign and check work daily.
 - b. 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 Construction/Maintenance Operator III is responsible to the Construction/Maintenance Supervisor or their designee to perform the responsibilities within the scope of this position, as required.
- B. The Construction/Maintenance Operator III is accountable to the Construction/Maintenance Supervisor or their designee for the efficient performance of these duties.
- C. The Construction/Maintenance Operator III shall secure approval of the Construction/Maintenance Supervisor or their designee in making decisions when policies are unclear, inadequate, or require interpretation.

TALQUIN ELECTRIC COOPERATIVE, INC.
Quincy, Florida

POSITION DESCRIPTION

CONSTRUCTION/MAINTENANCE OPERATOR II

I. MANDATORY REQUIREMENTS:

Requires a high school diploma or its equivalent. Education must be sufficient to enable the individual to satisfactorily understand and carry out job requirements and responsibilities in an acceptable and safe manner. Must have a Level 3 Water Distribution System License. Must have a minimum of two years' experience as a Construction/Maintenance Operator I in the Water Services department, or equivalent experience. Have detailed knowledge of the maintenance and operation of distribution systems, fire hydrants, and water service line repairs. Must be proficient in the operation of the TV (camera) inspection system. Requires a valid CDL Class A driver's license.

Must be able to pass Cooperative physical examinations as well as pre-employment drug screen and background check. Must live at a primary residence located within a 30-minute drive, as determined solely by management, of any Talquin Electric office facility.

II. PHYSICAL REQUIREMENTS:

Either with or without reasonable accommodation, must be able to sit, stand, stoop, kneel, use hands and fingers to operate equipment. Must be able to climb ladders, towers, and work from heights. Must be able to walk extended distances. Must be able to bend and squat repeatedly during the course of a normal work day. Must be able to lift and pull heavy pipe. Must be able to lift ladders, tools, etc. and place in proper storage compartments, many of which are overhead. Must be able to lift and move materials and supplies up to 75 pounds. Must be able to perform duties in all types of weather. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus.

III. OBJECTIVE:

To provide an adequate and safe drinking water supply and/or wastewater service by performing work in a safe, effective manner that conforms to Talquin Electric Cooperative's specifications.

IV. RESPONSIBILITIES:

- A. Perform duties in a safe, satisfactory, competent and timely manner.
- B. Perform all duties of a Construction/Maintenance Operator I.

- C. Assist with advanced or more complex issues related to maintenance and operation of distribution systems, fire hydrants, and water service line repairs.
- D. Perform other duties as assigned.

V. RELATIONSHIPS:

- A. Reports to: Construction/Maintenance Supervisor
- B. Directs: The work of assigned crews and contract workers.
- C. Coordinates and cooperates with:
 - 1. Internal:
 - a. Construction/Maintenance Chief: Keep informed of work assignments, priorities, and responsibilities.
 - b. Construction/Maintenance Supervisor.
 - c. Other Talquin Departments and Employees.
 - 2. External:
 - a. Contract Workers: Assign and check work daily.
 - b. 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 Construction/Maintenance Operator II is responsible to the Construction/Maintenance Supervisor or their designee to perform the responsibilities within the scope of this position, as required.
- B. The Construction/Maintenance Operator II is accountable to the Construction/Maintenance Supervisor or their designee for the efficient performance of these duties.
- C. The Construction/Maintenance Operator II shall secure approval of the Construction/Maintenance Supervisor or their designee in making decisions when policies are unclear, inadequate, or require interpretation.

TALQUIN ELECTRIC COOPERATIVE, INC.
Quincy, Florida

POSITION DESCRIPTION

CONSTRUCTION/MAINTENANCE OPERATOR I

I. MANDATORY REQUIREMENTS:

Requires a high school diploma or its equivalent. Education must be sufficient to enable the individual to satisfactorily understand and carry out job requirements and responsibilities in an acceptable and safe manner. Must have a Level 3 Water Distribution System License. Have knowledge of the maintenance and operation of distribution systems, fire hydrants, and water service line repairs. Have knowledge of the operation of the TV (camera) inspection system. Requires a valid CDL Class A driver's license.

Must be able to pass Cooperative physical examinations as well as pre-employment drug screen and background check. Must live at a primary residence located within a 30-minute drive, as determined solely by management, of any Talquin Electric office facility.

II. PHYSICAL REQUIREMENTS:

Either with or without reasonable accommodation, must be able to sit, stand, stoop, kneel, use hands and fingers to operate equipment. Must be able to climb ladders, towers, and work from heights. Must be able to walk extended distances. Must be able to bend and squat repeatedly during the course of a normal work day. Must be able to lift and pull heavy pipe. Must be able to lift ladders, tools, etc. and place in proper storage compartments, many of which are overhead. Must be able to lift and move materials and supplies up to 75 pounds. Must be able to perform duties in all types of weather. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus.

III. OBJECTIVE:

To provide an adequate and safe drinking water supply and/or wastewater service by performing work in a safe, effective manner that conforms to Talquin Electric Cooperative's specifications.

IV. RESPONSIBILITIES:

- A. Perform duties in a safe, satisfactory, competent and timely manner.
- B. Perform all duties of a Water Services Helper.
- C. Install taps, water and wastewater mains.

- D. Ensure that material for job assignment is correct.
- E. Flow test fire hydrants and perform minor maintenance.
- F. Perform maintenance work on pressure-reducing stations.
- G. Install water meters.
- H. Perform other duties as assigned.

V. RELATIONSHIPS:

- A. Reports to: Construction/Maintenance Supervisor
- B. Directs: The work of assigned crews and contract workers.
- C. Coordinates and cooperates with:
 - 1. Internal:
 - a. Construction/Maintenance Chief: Keep informed of work assignments, priorities, and responsibilities.
 - b. Construction/Maintenance Supervisor.
 - c. Other Talquin Departments and Employees.
 - 2. External:
 - a. Contract Workers: Assign and check work daily.
 - b. 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 Construction/Maintenance Operator I is responsible to the Construction/Maintenance Supervisor or their designee to perform the responsibilities within the scope of this position, as required.
- B. The Construction/Maintenance Operator I is accountable to the Construction/Maintenance Supervisor or their designee for the efficient performance of these duties.
- C. The Construction/Maintenance Operator I shall secure approval of the

Construction/Maintenance Supervisor or their designee in making decisions when policies are unclear, inadequate, or require interpretation.

TALQUIN ELECTRIC COOPERATIVE, INC.
Quincy, Florida

POSITION DESCRIPTION

WATER SERVICES HELPER

I. MANDATORY REQUIREMENTS:

Must have a high school diploma or its equivalent. Education must be sufficient to enable individual to satisfactorily understand and carry out job responsibilities in an efficient and safe manner. Must have the ability to obtain a valid Florida Wastewater Class C or Water Class C Operator Certification, as applicable. Must be able to write neatly and legibly.

Must be able to pass Cooperative physical examinations as well as pre-employment drug screen and background check. Requires a valid driver's license. Must live at a primary residence located within a 30-minute drive, as determined solely by management, of any Talquin Electric office facility.

II. PHYSICAL REQUIREMENTS:

Either with or without reasonable accommodation, must be able to sit, stand, stoop, kneel, use hands and fingers to operate equipment. Must be able to climb ladders, towers, and work from heights. Must be able to walk extended distances. Must be able to bend and squat repeatedly during the course of a normal work day. Must be able to lift and pull heavy pipe. Must be able to lift ladders, tools, etc. and place in proper storage compartments, many of which are overhead. Must be able to lift and move materials and supplies up to 75 pounds. Must be able to perform duties in all types of weather. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus.

III. OBJECTIVE:

To provide an adequate and safe drinking water supply and/or wastewater service in accordance with the requirements of the Florida Department of Environmental Protection to the Members of the Cooperative.

IV. RESPONSIBILITIES:

- A. Perform duties in a safe, satisfactory, competent and timely manner.
- B. Assist with operation and maintenance of water and wastewater systems.
- C. Assist with service of both gas and hypo chlorinators and assist with repair of hypo chlorinators.

- D. Assist with collection of samples from both water and wastewater systems for analysis.
- E. Maintain logs and records as required.
- F. Assist with installation, change out and repair of water distribution meters.
- G. Assist with repairing minor service leaks.
- H. Provide assistance to other operations and construction/maintenance personnel in the performance of their duties.
- I. Perform other related duties as requested.

V. RELATIONSHIPS:

- A. Reports to: Operations Supervisor
- B. Directs: None
- C. Coordinates or cooperates with: Cooperative employees and general public.

VI. AUTHORITY AND ACCOUNTABILITY:

- A. The Water Services Helper is responsible to the Operations Supervisor or their designee and shall have full authority to carry out the duties and responsibilities of this position in conformance with established procedures.
- B. The Water Services Helper shall be accountable to the Operations Supervisor or their designee for the efficient performance of these duties.
- C. The Water Services Helper shall secure approval of the Operations Supervisor or their designee in making decisions when policies are unclear, inadequate or require interpretation.