

Water Services Operations Superintendent

Talquin Electric Cooperative, Inc. is seeking candidates for the position of Water Services Operations Superintendent. This position is located in Tallahassee, Florida. The requirements for the position are as follows: Requires a high school diploma or its equivalent. Education must be sufficient to enable individual to satisfactorily understand and carry out job requirements and responsibilities in an acceptable and safe manner. Requires a minimum of five (5) years of progressive experience in water and/or wastewater services operations. Must have a valid Class B Florida operator's license in both water and wastewater. An additional 5 years or more of experience in the water and wastewater utility industry and/or other water or wastewater licenses may be substituted for the Class B Florida operator's license requirement. Must be able to effectively supervise subordinates and communicate with fellow employees, contractors, and the general public. Must have a thorough knowledge of system water and wastewater plant operations, regulatory sampling requirements and all state and federal requirements for plant operations. Must be proficient in computer software, operational software, and Microsoft Word, Excel, and Outlook. Requires a valid driver's license.

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.

RESPONSIBILITIES:

- A. Perform duties in a safe, satisfactory, competent and timely manner.
- B. Implement specifications and procedures that pertain to Water Services plant operations, procurement of materials and supplies, repair, and maintenance of well sites and wastewater plants and sewer pumping stations.
- C. Ensure that all work performed by employees and contractors meets Talquin specifications and procedures.
- D. Ensure that all rules established by the Florida Department of Environmental Protection (FDEP), Florida Department of Transportation (FDOT), Northwest Florida Water Management District (NFWMD), and the appropriate counties are being followed and report when corrective actions are needed.
- E. Schedule work of employees and contractors to ensure that all tasks are accomplished in a timely manner and all reporting deadlines are met.
- F. Review and inspect all contractor work to ensure that appropriate standards and procedures at plants are being met.
- G. Ensure that adequate materials and supplies are available to meet plant requirements.

- H. Keep records on all plants for testing, quality control, operations, and maintenance.
- I. Ensure that all reports are prepared in a timely manner.
- J. Determine needs for special equipment and materials and ensure that items are available when needed.
- K. Ensure that laboratory operations meet the requirements of the quality control plan.
- L. Ensure that all buildings, grounds, equipment, work sites, and tools meet safety requirements. Ensure availability of adequate first aid supplies, equipment, and fire extinguisher equipment.
- M. Review service and plant reliability goals and report when goals are not being met.
- N. Hold safety meetings as scheduled with employees.
- O. Encourage and assist employees in improving skills and knowledge of their work responsibilities.
- P. Enforce the cooperative safety program in plant operation and report any unsafe practices observed on contract crews.
- Q. Have a clear understanding of the Union Agreement and administer it fairly and impartially.
- R. Supervise employees in a manner that promotes a high degree of employee morale and productivity.
- S. Provide for good Member relations by maintaining plant operation schedules to provide timely service and continuity of service.
- T. Ensure that the rights of property owners are respected.
- U. Provide for good housekeeping in buildings, grounds, and equipment.
- V. Provide for good public relations through well trained, efficient and neat appearing crews.
- W. Perform other duties as assigned.

Talquin offers an excellent benefits package and a compensation structure commensurate with qualifications and representative of the market.

To apply, resumes should be submitted to humanresources@talquinelectric.com.

*An Equal Opportunity Employer
All replies are confidential.*

TALQUIN ELECTRIC COOPERATIVE, INC.
Quincy, Florida

POSITION DESCRIPTION

WATER SERVICES OPERATIONS SUPERINTENDENT

I. MANDATORY REQUIREMENTS & QUALIFICATIONS:

Requires a high school diploma or its equivalent. Education must be sufficient to enable individual to satisfactorily understand and carry out job requirements and responsibilities in an acceptable and safe manner. Requires a minimum of five (5) years of progressive experience in water and/or wastewater services operations. Must have a valid Class B Florida operator's license in both water and wastewater. An additional 5 years or more of experience in the water and wastewater utility industry and/or other water or wastewater licenses may be substituted for the Class B Florida operator's license requirement. Must be able to effectively supervise subordinates and communicate with fellow employees, contractors, and the general public. Must have a thorough knowledge of system water and wastewater plant operations, regulatory sampling requirements and all state and federal requirements for plant operations. Must be proficient in computer software, operational software, and Microsoft Word, Excel, and Outlook. Requires a valid driver's license.

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.

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, computers. Must be able to work in office and field environments in all types of weather. 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 objects up to 50 pounds. 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 ensure that water and wastewater plants are operated in accordance with established regulatory standards and for reliability, cost, safety, and maximum production.
- B. To promote employee morale and development, a safe working environment, ensure a high level of productivity and promote friendly, cooperative relationships with other Cooperative departments.

C. To promote good Member and public relations.

IV. RESPONSIBILITIES:

- A. Perform duties in a safe, satisfactory, competent and timely manner.
- B. Implement specifications and procedures that pertain to Water Services plant operations, procurement of materials and supplies, repair, and maintenance of well sites and wastewater plants and sewer pumping stations.
- C. Ensure that all work performed by employees and contractors meets Talquin specifications and procedures.
- D. Ensure that all rules established by the Florida Department of Environmental Protection (FDEP), Florida Department of Transportation (FDOT), Northwest Florida Water Management District (NFWFMD), and the appropriate counties are being followed and report when corrective actions are needed.
- E. Schedule work of employees and contractors to ensure that all tasks are accomplished in a timely manner and all reporting deadlines are met.
- F. Review and inspect all contractor work to ensure that appropriate standards and procedures at plants are being met.
- G. Ensure that adequate materials and supplies are available to meet plant requirements.
- H. Keep records on all plants for testing, quality control, operations, and maintenance.
- I. Ensure that all reports are prepared in a timely manner.
- J. Determine needs for special equipment and materials and ensure that items are available when needed.
- K. Ensure that laboratory operations meet the requirements of the quality control plan.
- L. Ensure that all buildings, grounds, equipment, work sites, and tools meet safety requirements. Ensure availability of adequate first aid supplies, equipment, and fire extinguisher equipment.
- M. Review service and plant reliability goals and report when goals are not being met.
- N. Hold safety meetings as scheduled with employees.
- O. Encourage and assist employees in improving skills and knowledge of their work responsibilities.

- P. Enforce the cooperative safety program in plant operation and report any unsafe practices observed on contract crews.
- Q. Have a clear understanding of the Union Agreement and administer it fairly and impartially.
- R. Supervise employees in a manner that promotes a high degree of employee morale and productivity.
- S. Provide for good member relations by maintaining plant operation schedules to provide timely service and continuity of service.
- T. Ensure that the rights of property owners are respected.
- U. Provide for good housekeeping in buildings, grounds, and equipment.
- V. Provide for good public relations through well trained, efficient and neat appearing crews.
- W. Perform other duties as assigned.

V. RELATIONSHIPS:

A. Reports to: Manager of Water Services

B. Directs: Water Services Operators

C. Coordinates or cooperates with:

1. Internal:

- a. Director of Water Services – keep informed of work projects and results.
- b. Manager of Water Services – keep informed of work projects and results.
- c. Water Services Engineer – provide information and assistance as needed.
- d. Area Office Managers – provide information and assistance as needed.
- e. Development Coordinator – provide information and assistance as needed.
- f. Other Talquin Departments – maintain the best possible working relationships.

2. External:

- a. Contractors – maintain the best possible working relationships.
- b. Developers – maintain the best possible working relationships.
- c. Engineers – maintain the best possible working relationships.
- d. All County Permitting Agencies – maintain the best possible working relationships.
- e. All State Permitting Agencies – maintain the best possible working relationships.
- f. Members and General Public – maintain and promote the goodwill of the Cooperative.

VI. AUTHORITY AND ACCOUNTABILITY:

- A. The Water Services Operations Superintendent shall have full authority to carry out the duties and responsibilities of this position in conformance with established policies and procedures.
- B. The Water Services Operations Superintendent is accountable to the Manager of Water Services or their designee for the efficient performance of these duties.
- C. The Water Services Operations Superintendent shall secure approval of the Manager of Water Services 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 Water Services Operations Superintendent shall maintain such confidentiality at all times.

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