

Water Services Operator I

Talquin Electric Cooperative, Inc. is seeking candidates for the position of Water Services Operator I. This position is located in Tallahassee, Florida. The requirements for the position are as follows: 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, effective, and safe manner. Must have a valid Florida driver's license, a CDL class A or B driver's license, class A is preferred. Must have a valid Florida wastewater treatment plant Class "C" or water treatment plant Class "C" operator's certificate as applicable. A license in both wastewater and water treatment plant operations is preferred. Must be able to write neatly and legibly.

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. Operate and maintain Cooperative water and wastewater plants in a safe and efficient manner in accordance with all requirements of regulatory agencies having jurisdiction.
- C. Ensure that all work by employees and contractors meets Talquin specifications and procedures.
- D. Ensure that adequate equipment and materials are available to meet operation and maintenance tasks.
- E. Prepare required records for submittal to the regulatory agencies having jurisdiction.
- F. Review all records submitted by plant operators for completeness and accuracy.
- G. Ensure that all required testing of water and wastewater facilities is accomplished and results are recorded in proper format for submittal to the regulatory agencies having jurisdiction.
- H. Oversee the collection of samples for both water and wastewater facilities.
- I. Ensure that all permits for the operation of plants are current and in conformance with published guidelines.
- J. Ensure that plant operators and contract plant operators follow all OSHA requirements for the handling of hazardous materials.

- K. Ensure that all state and federal rules are being followed in the operation and maintenance of the plants.
- L. Coordinate with appropriate government agencies for inspections and permitting.
- M. 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, please submit your resume to:

Robert McKimm
Aerotek
rmckimm@aerotek.com
904-527-5582

*An Equal Opportunity Employer
All replies are confidential.*

TALQUIN ELECTRIC COOPERATIVE, INC.
Quincy, Florida

POSITION DESCRIPTION

WATER SERVICES OPERATOR I

I. MANDATORY REQUIREMENTS & QUALIFICATIONS:

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, effective, and safe manner. Must have a valid Florida driver's license, a CDL class A or B driver's license, class A is preferred. Must have a valid Florida wastewater treatment plant Class "C" or water treatment plant Class "C" operator's certificate as applicable. A license in both wastewater and water treatment plant operations is preferred. Must be able to write neatly and legibly.

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. 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. Operate and maintain Cooperative water and wastewater plants in a safe and efficient manner

in accordance with all requirements of regulatory agencies having jurisdiction.

- C. Ensure that all work by employees and contractors meets Talquin specifications and procedures.
- D. Ensure that adequate equipment and materials are available to meet operation and maintenance tasks.
- E. Prepare required records for submittal to the regulatory agencies having jurisdiction.
- F. Review all records submitted by plant operators for completeness and accuracy.
- G. Ensure that all required testing of water and wastewater facilities is accomplished and results are recorded in proper format for submittal to the regulatory agencies having jurisdiction.
- H. Oversee the collection of samples for both water and wastewater facilities.
- I. Ensure that all permits for the operation of plants are current and in conformance with published guidelines.
- J. Ensure that plant operators and contract plant operators follow all OSHA requirements for the handling of hazardous materials.
- K. Ensure that all state and federal rules are being followed in the operation and maintenance of the plants.
- L. Coordinate with appropriate government agencies for inspections and permitting.
- M. Perform other duties as assigned.

V. RELATIONSHIPS:

- A. Reports to: Operations Supervisor
- B. Directs: None
- C. Coordinates or cooperates with:
 - 1. Internal:
 - a. Operations Supervisor and Water Services Chief: Keep informed of work priorities, work in progress and coordinate scheduling priorities.

b. Manager of Water Services: Coordinate ordering kits, collection and delivery of samples and provide assistance in completing reports.

c. Crews: Assign, direct, train and check work.

2. External:

a. 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 Water Services Operator I is responsible to the Operations Supervisor or his/her 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 Operator I shall be accountable to the Operations Supervisor or his/her designee for the efficient performance of these duties.

C. The Water Services Operator I shall secure approval of the Operations Supervisor or his/her designee in making decisions when policies are unclear, inadequate or require interpretation.

**Tracy A.
Bensley**

General Manager

 Digitally signed by
Tracy A. Bensley
Date: 2020.07.20
15:41:15 -04'00'

July 20, 2020

Date