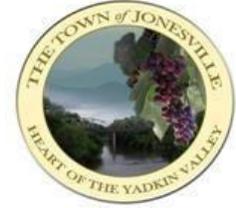


TOWN OF JONESVILLE
 1503 US 67 Hwy, Jonesville, NC
 Phone 336-835-3426 / Fax 336-835-3231



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|--|------------------------------|
| POSITION TITLE: WATER PLANT OPERATOR IN RESPONSIBLE CHARGE (ORC) | DEPARTMENT: WATER |
| Salary Range: \$35,022.00 - \$50,031.00 | Full-Time, Non-Exempt |

Work Schedule/Requirements: Generally, Monday-Friday, some weekend work may be required
 40 hours per week.

Primary job function and duties:

Performs technical and supervisory work planning, organizing and directing the operations, maintenance, and laboratory analysis at a water treatment plant. Serves as contact person for State inspections.

Performs a variety of duties including obtaining necessary certification to become the Operator in Responsible Charge (ORC) of the Jonesville Water Plant. Responsible for all operations of our Micro-Sand filtration Water Plant. The successful candidate will direct a staff of three and will also be included on the weekly schedule as an operator when needed. Additional responsibilities will include determination of necessary system adjustments and points for optimal process control to ensure compliant treatment, minor routine maintenance, scheduling of internal and external lab analysis for accuracy and compliance, scheduled maintenance, manage chemical inventory and lab supplies needed, prepares EMOR's and eDMR's, Executes a preventive maintenance program for the water treatment plant which includes builds, pumps, chemical pumps, valves, motor control systems software and safety of the plant and employees.

Performs other duties as required or assigned by Supervisor or Town Manager.

Supervised by: Public Works Director

Minimum Qualifications:

- High School Diploma
- Physical Requirements: Able to bend, stoop, walk, sit for extended periods of time, view a computer monitor/use a keyboard and mouse, as well as recurring lifting of moderately heavy items weighing less than 25 lbs. and may require occasional lifting of objects up to 50 lbs.
- Ability to exercise sound judgment and to act independently.
- Ability to gather and compile materials from a variety of sources.
- Ability to record information, balance figures, and arrange/place records, reports and files into proper sequence.
- Ability to establish and maintain effective working relationships with other employees, supervisors, and the general public.
- Individual must hold a North Carolina A Surface designation and will be required to work under current ORC for one year before his retirement. Candidate will hold a valid NC driver's license and must pass pre-employee drug test. Any other certificates in water treatment, experience and education will be considered in filling this position.

Applications for employment can be found on the Town website at www.jonesvillenc.gov and returned to 1503 NC Hwy 67, Jonesville NC 28642, Attn: Tim Collins, faxed or emailed to tcollins@jonesvillenc.gov.