

Belmont County Water and Sewer District, St. Clairsville, OH

Assistant Distribution Manager

Full-time

Job Duties:

Assists Distribution Manager in coordinating work activities including but not limited to: water taps; water breaks; scheduling maintenance and repairs of fire hydrants; hydraulic control valves; air releases; and main line valves, etc. Assists in maintaining the water distribution system including: waterlines; pump stations; and water meters. Possess an understanding of the overall hydraulics and operations of the distribution system. Take water samples including chlorine and bacteriological. Train and educate employees on proper procedures and operations of the distribution system. Maintain inventory of: fittings; pipe; couplings; repair clamps; etc. Assists in managing maintenance to equipment including: trucks; heavy equipment; pumps; generators; mowers; trailers, etc. Basic electrical skills including: the ability to take amp and volt readings; wire motors, transformers, and switches; replace phase monitors, coils, fuses, and relays. Basic understanding of Scada radio system.

Major Work Characteristics:

Essential employee, additional overtime responsibilities. Knowledge of safe work practices and procedures. Ability to read and understand utility mapping. Good computer skills. Good organizational and record keeping skills. Must be able to plan in advance. Maintain proper chlorine residuals in the distribution system. Demonstrate dexterity and skillful use of hands. Understand and carry out complex written and/or verbal directions. Recognize safety warnings.

Physical Requirements:

See Belmont County Water and Sewer District Functional Job Analysis by Working Options.

Minimum Qualifications:

High School Education, Valid Driver's License, Class A CDL, Competent Employee Training for Trench Excavation, Three Years' Experience in Water Distribution, Ohio EPA Water Distribution II Certification

Unusual Work Conditions:

May be exposed to various extreme weather conditions such as; cold, heat, rain, snow, and sun. May work evening shift. May be exposed to general outside hazards such as poison ivy and/or poison oak. Exposed to potential hazards such as; heavy equipment, power equipment (drills, saws, grinders, tapping machine, and cutting equipment), electrical shock, and confined spaces.

EEO/ADA/AA

To apply please send resume to:

Human Resources Department
101 W. Main St.
St. Clairsville, OH 43950
(740)232-1738

Applications accepted until position is filled.