**We are looking for a Lead Operator to join our team!**

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| Position Title | Department | Reports to |
| Lead Operator | Field | Field Manager |
| Employment Status | FLSA Status | Effective Date |
| ☐ Temporary ☐ Full-Time ☐ Part-Time | ☐ Non-Exempt ☐ Exempt |  |
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**Pay Scale: 52,000 + DOQ**

**Essential Job responsibilities**

* Leads and supervises the work of personnel by assigning work duties; observing and monitoring work tasks; providing feedback to employees; evaluating work performance; and assisting employees to correct deficiencies.
* Completes administrative duties by preparing daily work orders; preparing various reports; processing overtime and leave requests; completing accident forms; and monitoring equipment inventories.
* Performs heavy equipment operations in order to repair   water lines by excavating and restoring the water line; identifying the source of the leak; isolating line segment; exposing and making repairs; flushing system; placing line back into service; operating all the required valves; ensuring job site safety at all times.
* Monitors project work by ensuring a safe working environment for crews; planning for and securing needed materials and equipment; inspecting work; and providing problem solutions as needed.

**Qualifications**

* **Education:** Minimum of a High School Diploma, G.E.D or equivalent.
* **Experience:** Three (3) years of progressively responsible experience in similar related work to the division assigned, including experience in the operation of excavating equipment.
* **Certifications Required:** Class C Water Distribution License required. CSI license preferred at start or within 6 months of start date.

**Benefits**

* Take home vehicle to commute to and from work if within designated zone.
* Medical insurance paid for employee and qualifying dependents after probation.
* Dental, Vision, STD, LTD, Life insurance 100% employer paid for employee only. Family can be added at employee expense at the end of probationary period.
* Simple IRA with 3% employer match beginning first day of employment.
* 12 paid holidays
* 14 vacation days, 5 sick days, time earned on an accrued basis.

## Note

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

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| --- | --- |
| Reviewed with employee by: | |
| Name (Print): | Signature: |
| Title: | Date: |
| Received and accepted by: | |
| Name (Print): | Signature: |
| Title: | Date: |

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.