

THE YORK WATER COMPANY
Job Description

JOB TITLE: Operations Technician

EXEMPT: Yes

DIVISION: G & A

DEPARTMENT: Distribution

LOCATION: Distribution Center and other
company facilities as necessary

REPORTS TO: Vice President - Operations

PREPARED BY: Human Resources

DATE: June 2023

APPROVED BY: COO

DATE: June 2023

SUMMARY: The position is in essence a management training position. Incumbents in this position will be preparing themselves for future management positions through training and exposure to the various operating departments in the Company.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Learn the day-to-day management responsibilities of Distribution, Engineering/Construction, Meter Repair, Filter Plant, Maintenance and Grounds, Wastewater Departments, Franklin County Operations, and others assigned by management.
2. Learn the interconnectedness between all operating departments.
3. Learn the regulatory requirements that impact the day-to-day operations of each department and across the company.
3. Learn the purchasing and material control responsibilities of each operating department.
4. Learn the budgeting process of all operating departments.
5. Learn supervisory skills and the collective bargaining agreement's impact on each operating department.
6. Learn all relevant safety procedures of the operating departments.
7. Undertake and complete any special tasks as assigned by management.
8. Be available for 24-hour call as assigned.

9. Train new employees in conjunction with the department Managers.
10. Be available during emergencies to perform duties as outlined in the Company emergency procedures and as specifically assigned.
11. Consistently demonstrate positive and professional behavior with all individuals contacted on behalf of the Company including employees.

SUPERVISORY RESPONSIBILITIES:

- No official supervision responsibilities are assigned.
- May be assigned supervisory responsibilities temporarily as part of the management training.

QUALIFICATION REQUIREMENTS :

EDUCATION and/or EXPERIENCE:

- Associates degree or equivalent from a two-year college or technical school

CERTIFICATIONS, LICENSES, REGISTRATIONS:

- Pennsylvania Class E Water and Wastewater System Operator's license is highly desirable.
- Ability to obtain a PA Class E Water System Operator's license within one year of hire.

OTHER SKILLS AND ABILITIES:

- Ability to interpret documents such as safety rules, drawings, specifications, operating and maintenance instructions, procedure manuals, general business communications and government regulations.
- Strong communications skills, both written and verbal.
- Strong customer service skills when dealing with contractors and the general public as needed.
- Ability to calculate figures and amounts such as percentages, circumference, and volume.
- Strong critical thinking and problem-solving skills.
- Strong team building skills
- Effective management skills
- Proficient use of standard office equipment
- Proficient use of Microsoft Office Suite

PHYSICAL DEMANDS:

- The employee must be able to work under stress and work additional hours to meet deadlines and/or meet the requirements of the position during emergencies.

- Ability to sit, stand, stoop, kneel, crouch, climb, walk, and bend.
- Ability to see, talk, hear, and actively listen.
- Ability to reach with arms and hands.
- Dexterity of fingers and hands to use tools and equipment.
- Ability to regularly lift up to 50 pounds.
- Ability to drive a company vehicle to and from company facilities.
- Ability to ascend and descend stairs.
- Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.
- Prolonged periods seated at a desk working on a computer.
- Ability to wear personal protective equipment (PPE) to include hard hats, safety glasses, gloves, and other PPE as required.

WORK ENVIRONMENT:

- While performing the duties of this job, the employee frequently works in outside weather conditions.
- The employee occasionally works near moving mechanical parts and heavy equipment.
- The noise level in the work environment is usually moderate to loud and varies between worksites.

THIS IS A SAFETY-SENSITIVE POSITION AND WOULD REQUIRE COMPLIANCE WITH ALL APPLICABLE SAFETY GUIDELINES AND REGULATIONS.

