

Town of Terry

Contract Operator Job Description

Job Summary:

This is a contract position that has limited oversight by the Mayor of the Town of Terry. The Contract Certified Operator performs a wide variety of tasks necessary for the efficient production and distribution of water for sufficient quantity and quality to meet customer demand. The Contract Certified Operator, pursuant to MSDH Operator Regulations, will be on 24- hour call everyday including weekends and holidays and shall respond to emergency conditions within 1 hour of notification. Pursuant to Mississippi law pertaining to procurement of professional services, the contract for Certified Operator services with the Town of Terry shall be renewable annually but may be terminated by either party of the contract provided that a minimum of 30-days written notice is provided to the Town of Terry by the Contract Operator or the Town of Terry provides the same notice to the Contract Operator.

Education and Experience:

This position requires at a minimum, a high school diploma or equivalent and at least three years' experience working at a public water supply system. This position also requires a valid MSDH **Class D** (or higher) Water Operators Certificate which a current copy must be filed each year with the Mayor. NO waivers for the education, certification, and experience requirements for Contract Operators shall be given by the Town of Terry. If certification is revoked or not renewed by MSDH, this contract will be terminated immediately upon receipt of notification from the Contract Operator or the MSDH by the Mayor and ratification by a majority vote of the Board of Aldermen with NO exceptions.

Operational Duties:

- Adheres to ALL MSDH Minimum Operator Guidelines.
- Ensures compliance with the state and federal Safe Drinking Water Act regulations and water quality standards.
- Provides monthly written Operations and Maintenance Reports to the Board of Aldermen summarizing system status / needs / recommendations.
- Provides guidance to the Public Works Director and the Deputy Clerk on ordering necessary inventory of materials, supplies, chemicals, equipment, and services necessary to the production, treatment, and distribution of potable water.
- Provides guidance to the Public Works Director on developing and adhering to preventative maintenance schedules for all water production, treatment, storage, and distribution equipment and conducts periodic inspections of the same pursuant to MSDH Minimum Operator Guidelines.
- Calculates water loss figures monthly and supervises leak detection surveys when water lossage exceeds 25% of water produced.
- Responds to emergency conditions according to the Town of Terry's Emergency Response Plan.

Duties Related to the Management and Administration of the System:

- Advises and assists the Board of Aldermen regarding the scheduled repair / replacement of water production, treatment, storage, and distribution equipment pursuant to the Town of Terry's Long Range Plan.
- Provides guidance to the Public Works Director in developing estimates for recommended purchases of goods and services. Assists the Board of Aldermen in developing estimates for recommended purchases of goods and services.
- Assists the Public Works Director in working with the external auditor in preparing the annual audit related to any expenditures for the Town of Terry water system.
- Documents all operator activities including all water quality tests results in a MSDH-approved Operator Log Book supplied by the Town of Terry. At the end of each calendar year, this Operator Log Book shall be submitted for filing by the Deputy Clerk and made available at all inspections or sanitary surveys conducted by MSDH. If employment status is terminated with the Town of Terry, the current Operator Log Book must immediately be surrendered to the Mayor or Deputy Clerk.

Town of Terry
Contract Operator Job Description – Continued

Required Knowledge and Skills:

- Assists the Public Works Director in working with engineers and contractors providing services to the Town of Terry.
- Assists the Public Works Director in working with consulting engineers in planning system improvements or expansions
- Extensive knowledge of the methods, practices, tools, and materials used in the operation, maintenance, and repair of water storage, treatment, and distribution equipment and machinery, including but not limited to:
 - Working knowledge of the mechanics of pumps and other electrical equipment and machinery.
 - Working knowledge of plant electrical systems, power circuit changes, and circuit breaker resets.
 - Ability to detect and diagnose faulty operation of equipment and make corrections.
 - Ability to perform all required water quality sampling and physical-chemical analytical tests.
- Extensive knowledge of all Class C water treatment processes including disinfection, aeration, and corrosion control pursuant to MSDH Operator Guidelines.
- Working knowledge of the mechanics of pumps and other electrical equipment and machinery.
- Extensive knowledge of the equipment, tools, and procedures used in installing and repairing water mains, services, fire hydrants, and meters.
- Working knowledge of applicable laws and safety regulations for crew and public safety and the proper use of chlorine and other hazardous chemicals.
- Ability to provide guidance to the Public Works Director on planning, organizing, and executing the operation, maintenance, and repair of the Town of Terry's water storage, treatment and distribution systems, and the organizational skills necessary for scheduling daily activities.
- Ability to establish and maintain effective working relationships with the Mayor, Board of Aldermen staff, contractors, engineers, government and regulatory officials, and the water customers of the Town of Terry.