

THE YORK WATER COMPANY
Job Description

JOB TITLE: Operations Technician

EXEMPT: Yes
DIVISION: G & A
LOCATION: Distribution Center
REPORTS TO: Vice President - Operations

JOB CODE: 752
DEPARTMENT: Distribution

PREPARED BY: Human Resources
APPROVED BY: John Strine

DATE: December 2014
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SUMMARY: The position is in essence a management training position. Incumbents in this positions will be preparing themselves for a management position by training and exposure all 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 and Wastewater Treatment.
2. Learn the interconnectedness between all operating departments.
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 departments.
6. Learn all relevant safety procedures of the operating departments.
7. Undertake and complete any special tasks as assigned by the Vice President – Operations.
8. Be available for 24 hour call as assigned.
9. Train new employees in conjunction with the Distribution Superintendent.
10. Be available during emergencies to perform duties as outlined in the Company emergency procedures and as specifically assigned.

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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. However, incumbent's may be assigned supervisory responsibilities temporarily as part of the management training.

QUALIFICATION REQUIREMENTS:

EDUCATION and/or EXPERIENCE:

Bachelor's degree (BA/BS) or equivalent from a four-year college or technical school;

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, OSHA regulations and the like, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively with customers, contractors, municipal officials, managers and employees.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY:

Ability to solve practical problems. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS;

Possess a valid PA driver's license.

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OTHER SKILLS AND ABILITIES:

Efficiently and accurately use a personal computer, calculator, Company radio, copier, facsimile machine, computer, telephone and other standard office equipment. Incumbent will learn the use of all tools and equipment used in each operating department.

PHYSICAL DEMANDS:

See attached Essential Function and Physical Demands Analysis.

The employee must be able to work under stress and work additional hours in order to meet deadlines or to see that an emergency repair situation is successfully completed.

WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and heavy equipment.

The noise level in the work environment is occasionally loud.