

# JONES COUNTY

## Water Supervisor

**Position:** Water Supervisor

**Salary Range:** \$60,263 - \$63,313

**Description:**

This position is to supervise, direct and manage the County water system under the general supervision of the County Manager.

**Job Duties and functions:**

Administers all activities of the water treatment plants, assures that acceptable quality and quantity of water is produced, schedules and assigns work to personnel, reviews all plant records such as laboratory tests and well and stream samplings. Corresponds with the State Division of Health Services concerning methods of treatment and analysis and with equipment suppliers concerning machinery at the pumping stations. Investigates and resolves complaints from the public about water service. Supervises daily operations of the pumping stations, confers with the Water Plant Operator about conditions of well stations equipment and volume of water being treated, inspects pumping stations frequently to directly ascertain conditions of pumping apparatus, pipes, tanks, chemical feeders, and other equipment. Recruits, hires, train, and evaluate Water Department personnel. Plans and coordinates expansions in the water distribution system; works with and inspects work of contractors involved in new construction. Maintains a variety of records on systems operations and personnel records; prepares a variety of reports including State compliance reports and budget reports.

**Knowledge, Skills and Abilities:**

Thorough knowledge of the principles, methods, and administration of a program of water distribution.

Thorough knowledge of the techniques, tools, and heavy equipment used in water line maintenance repair and construction.

Considerable knowledge of state and local laws, ordinances, and regulations related to water treatment and laboratory analysis.

Ability to train inexperienced personnel in water distribution and well station methods and procedures.

Ability to plan, direct and coordinate expansions to the water distribution system.

Ability to express oneself clearly and concisely in oral and written form.

Ability to deal tactfully and courteously with the public.

**Minimum education and experience requirements:**

Considerable experience in the operation of a water distribution system in a supervisory position. Graduation from high school with five years experience in water distribution or a two year degree with three years experience. Certification as a Well-Water Treatment Plant Operator at a grade level specified by the State of North Carolina. Distribution License at a grade specified by the State of North Carolina. Cross-connection License as specified by the State of North Carolina.

Valid North Carolina Driver's License

**How to Apply:** Interested candidates must complete and submit a North Carolina State Application (PD-107) to:

**Division of Employment Security**

**2836 Neuse Boulevard, New Bern, NC 28562**

**Or**

**Angelica Hall, Human Resources  
418 Hwy 58N, Unit A  
Trenton, NC 28585**

**Closing Date:** Open Until Filled  
Jones County is an Equal Opportunity Employer.