



* Berkley * Beverly Hills * Bingham Farms * Birmingham
* Clawson * Huntington Woods * Lathrup Village * Pleasant Ridge
* Royal Oak * Southfield * Southfield Township

JOB DESCRIPTION – SENIOR OPERATOR

Wage: \$14.52 - \$23.39 per hour (plus comprehensive benefits package)

GENERAL REQUIREMENTS:

The Senior Operator works under the general supervision of the Operations Manager. SOCWA delivers fresh, potable water to its ten member communities and two non-member communities. The Senior Operator ensures that an adequate supply of water is furnished at a proper constant pressure and in an efficient manner to all parts of the distribution system. This is accomplished through the 24/7 monitoring of SOCWA's computerized system and in conformity with established operational best practices.

RESPONSIBILITIES AND ESSENTIAL FUNCTIONS INCLUDE:

- Operate SOCWA's water distribution network using established operational best practices.
- Accurately record pertinent information on Station Reports, Daily Operations Reports and Radio Log Sheets.
- Monitor and record all radio transmissions of SOCWA's mobile fleet – providing safety and support as a dispatcher.
- Process Miss Dig requests including weekend and after-hours handling of emergencies, including proper notification responses and prompt forwarding of critical Miss Dig messages via telephone, fax and emailing.
- Act as supervisor to subordinate operators when the Operations Manager is offsite.

REQUIRED SKILLS/QUALIFICATIONS:

- High School graduate or G.E.D. equivalent.
- Must have valid Michigan drivers' license.
- Must have the ability to work "non-regular" shifts.
- Must have the ability to climb stairs and lift 50 pounds regularly.
- Demonstrated computer experience and basic electrical and mechanical experience.
- Ability to deal effectively with stress, remain composed and make sound decisions under pressure.
- Ability to work independently.
- Displays a pride of job ownership by maintaining a clean and safe work area.
- Demonstrates initiative and problem solving skills.
- Skill in establishing and maintaining effective working relationships with other employees and interact with the general public.
- Strong verbal communication skills.
- Exhibits discretion and acts in the best interest of the Authority.

01/2018