

North Lenoir Water Corporation Job Description and Minimum Requirements

Assistant General Manager

SUMMARY

To assist the General Manager, Field Operations Supervisor, office operations, and to execute the duties to support, supervise, and perform office and field operations and maintenance of NLWC.

PRIMARY REQUIREMENTS AND RESPONSIBILITIES

Must be able to learn and perform all duties listed below:

1. To assist the General Manager and to supervise and perform the daily operations of NLWC's well and distribution systems.
2. To supervise and perform the monitoring of wells, taking residuals, maintaining levels of total chlorine, free chlorine, monochloramines, free ammonia, ortho phosphate, pH, and any other required testing to insure good water quality.
3. To supervise and prepare all daily, monthly, and annual operational records and to prepare or assist in the preparation of reports required by regulatory agencies.
4. To supervise, perform or assist in the repairs and maintenance on all equipment pertinent to the operation and maintenance of NLWC.
5. To supervise, perform, or assist in all duties described in the Field Operations Supervisor's Job Description.
6. To assist in operational duties of the office and must have the ability to perform all duties described in the General Manager Job Description.
7. Must have the ability to understand, operate, and supervise the operation of the NLWC wells, tanks, and distribution telemetry system and each aspect of NLWC's Automated Meter Read (AMR) system.
8. Must have the ability to understand and set up networking, internet, and must be proficient in MS Office applications: Excel, Word, and PowerPoint. Must have the ability to diagnose and repair minor issues with computers and printers.
9. Must possess and execute good communication skills and provide our customers with high quality service and maintain high quality interactions with customers and employees.
10. To supervise and participate in on-call scheduling.
11. Must possess a valid North Carolina Drivers License.
12. Must have the ability to give and follow oral and written instructions.
13. This position is subject to random drug screening.

KNOWLEDGE AND SKILLS REQUIREMENTS

1. Must have the basic requirements needed to perform the duties of this position, which include reading, writing, and arithmetic.
2. Must possess high school diploma or equivalent and at least a two-year degree in business administration.
3. Must possess and maintain all required certifications to operate and maintain NLWC's well and distribution systems.

Signature: _____

Date: _____

General Manager: _____

Date: _____