

**North Lenoir Water Corporation Job Description and
Minimum Requirements**

Distribution Technician 1

SUMMARY

Execute daily duties to perform operation and maintenance of the NLWC distribution system.

PRIMARY REQUIREMENTS AND RESPONSIBILITIES

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

1. Assist in installing new services and perform repairs and maintenance to NLWC's service and transmission lines and all other associated appurtenances.
2. Ability to learn and to operate operational and maintenance equipment.
3. Ability to read meters correctly and to understand, maintain, and operate the field portion of NLWC's Automated Meter Read (AMR) system.
4. Maintain water meters and other water quality equipment. Ability to perform daily NLWC system tasks including connections, disconnects, meter readings, leak checks, etc.
5. Assist in locating water lines for contractors and monitor contractors when working in close proximity to NLWC lines.
6. Maintenance of existing well sites.
7. Maintain fire hydrants and blow-offs.
8. Maintain service and valve locations.
9. Be available for on-call scheduling.
10. Must possess and execute good communication skills and provide our customers with high quality service and maintain high quality interactions with customers and employees.
11. Must possess a valid North Carolina Drivers License.
12. Must have the ability to follow oral and written instructions.
13. This position is subject to random drug screening.

Knowledge and Skills

1. Must have the basic requirements needed to perform the duties of this position, which include reading, writing, and arithmetic.
2. Must possess a high school diploma or equivalent.
3. Must have the ability to obtain, possess, and maintain the minimum required certifications to operate and maintain NLWC's well and distribution systems.

Signature: _____

Date: _____

General Manager: _____

Date: _____