



**ELECTRICAL DISTRICT NO. 3 OF PINAL COUNTY
HUMAN RESOURCES DEPARTMENT**

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POSITION TITLE:	Lead Operator	EXEMPT STATUS:	Non-Exempt
DEPARTMENT:	Well Department	SALARY GRADE:	
LOCATION:	District Office 41630 W Louis Johnson Drive Maricopa, AZ 85138-5402	SALARY RANGE:	
REPORTING RELATIONSHIP:	Position will report to MSIDD Lead Rig Operator under the direction of the MSIDD Well Department Coordinator	SUPERVISORY RESPONSIBILITY:	Position supervises Second and Third Persons on well rig.

ED3 is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, ED3 will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.

JOB DESCRIPTION:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related or a logical assignment for this position. Other duties may be required, assigned and expected commensurate with the needs of the District.

JOB SUMMARY:

This position will report to the Well Department Coordinator, supervise a crew and function as part of a team primarily responsible for removal and installation of deep well pumping equipment.

ESSENTIAL DUTIES:

- Responsible for daily supervision of Pump Crew.
- Responsible for working with the Well Department Coordinator to complete scheduled repair / maintenance work.
- Responsible for completion of all daily field paperwork, including reports, install/pull sheets, tailboards, and timesheets
- Responsible for tracking and maintaining required inventory levels in addition to communicating future inventory needs to designated individuals.
- Responsible for the maintenance, troubleshooting, repair, replacement and/or enhancement/improvement of the District's deep well and irrigation booster pumps.
- Responsible for the transport of equipment and associated pump supplies to and from job site.
- Responsible for staging of all materials and pipe for installs.
- Ability to inspect and evaluate salvageable equipment for reuse.
- Understand all safety and operating functions of pump hoist and associated equipment.
- Responsible for inspections, service, and maintenance on pump hoist.
- Responsible for coordinating with necessary departments for repair, service, and or maintenance of assigned equipment and/or vehicles.
- Operate equipment including but not limited to:
 - Forklift.
 - Crane truck
 - Flatbed Truck
- Responsible for cross training of assigned personnel and maintaining a safe working environment.

MINIMUM AND PREFERRED QUALIFICATIONS:**Minimum Qualifications**

- High School Diploma or GED.
- Must hold and maintain valid Arizona driver's license.
- Must hold and maintain a CDL. If no current CDL must be able to obtain a CDL license with necessary endorsements within six months of date of hire.
- Must be able to operate vehicles with either stick shift or automatic transmission.
- Must pass employment drug screening test.

Requirements

- Must have the ability to work independently or as part of a crew.
- The ability to perform basic math calculations and conversions.
- Must have the ability to perform corrective action in emergency situations.
- Must have critical thinking and problem solving skills.
- Basic knowledge of computer programs such as word processing, spreadsheet, and email.
- Ability to read and follow written or drawn instructions.

Special Requirements

- The ability to work overtime or various shifts as assigned.
- The ability to multitask.

EXPERIENCE:

- Must have 1-3 years of experience
- Working knowledge of equipment utilized in job duties.
- Preferred Experience:
 - Welding experience / cutting torches

PHYSICAL REQUIREMENTS:

- Able to regularly lift and move a minimum of 100 pounds.
- Able to withstand extreme weather conditions while working.
- The employee is required to stand, walk and use hands to operate objects, tools or controls.
- Must be able sit or stand for long periods of time.
- Must be able to climb, balance, stoop and kneel.
- Must be able to perform physical labor.

WORK ENVIRONMENT:

While Performing the duties of this job, the employee regularly must work within the following conditions:

- Requires working with equipment that vibrates and to work near moving mechanical parts.
- Close proximity to moving water in irrigation canals.
- Slippery and / or uneven terrain; working in mud and water or over water.
- Outside weather exposure.
- Various work locations, primarily outdoors and often remote to District office and shop.
- Field work required; employee will be exposed to outdoor environment.