

Job Title: WATER & DISTRIBUTION TECHNICIAN - 40011301

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DEPARTMENT:	County Engineering
DATE POSTED:	September 02, 2025
CLOSING DATE:	Open Until Filled
HIRING RANGE:	\$55,366 - \$82,000
POSITION NUMBER:	40011301
JOB TYPE:	Full-Time, Non-exempt

GENERAL DESCRIPTION:

This position is responsible for monitoring and maintaining the potable water system, identifying and repairing leaks, collecting and analyzing compliance samples, locating lines, meter reading for billing, customer interaction, and monthly reporting to the North Carolina Department of Environmental Quality (NCDEQ).

Work is performed under the general supervision of the Deputy Director of Engineering & Environmental Services.

For more information about the Utilities Division at Durham County please visit: [Durham County Utilities Jobs \(dconc.gov\)](http://DurhamCountyUtilitiesJobs.dconc.gov)

DUTIES AND RESPONSIBILITIES:

- Serves as the Operator in Responsible Charge (ORC) for the water system.
- Monitors the reclaimed water distribution system through inspections, collecting and analyzing samples, and reading meters for billing usage.
- Monitors and maintain water quality by performing inspections of plant equipment, collecting samples, performing routine laboratory tests, compiling and interpreting readings, adjusting valves and chemical feed systems, and adjusting chemical feed rates as necessary.
- Maintains and adjust chemical feed rates to ensure proper water quality.

- Regulates discharge flows that provide required pressure and tank levels in the distribution system.
- Maintains inventory by tracking supply orders, receipt of delivery, and maintenance of chemical feed.
- Notifies customers of water leaks or excessive water usage as necessary.
- Receives NC811 locate ticket requests and marks the appropriate potable water and reclaimed water distribution lines prior to any excavation/digging to protect Durham County assets.
- Assist the Deputy Director with all other required permit reporting for the water system.
- Identify and repair leaks.
- Conducts monthly water meter readings and work with administrative staff to complete customer billing.
- Works with maintenance personnel to assist in diagnosing and repairing equipment.
- Operates valves, pumps and generators for controlling processes.
- Completes preventive maintenance work orders such as valve exercising and generator testing.
- Completes monthly operational reports and submit data to NCDEQ.
- Troubleshoots problems within the water system.
- Performs maintenance and calibration on lab instruments.
- Ensures the quality and safety of the reclaimed water through field testing and analysis throughout the distribution system.
- Respond to leaks, spills, and other emergencies related to the reclaimed water distribution system.
- Ensure easements are maintained.
- Completes preventive maintenance work orders such as valve exercising.
- Complete reports and logs of various data on quality, quantity, and operational needs.
- Creates Standard Operating Procedures (SOP) for all tasks associated with the system.
- Performs related work as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of water distribution system components, plumbing related tools and equipment.

- Knowledge of laboratory equipment and analysis.
- Skilled in the use of hand and power tools and the ability to repair equipment.
- Ability to diagnose and resolve problems.
- Ability to perform physically demanding tasks including lifting, bending and working in various weather conditions.
- Ability to recognize occupational hazards and implement appropriate safety precautions.
- Ability to effectively communicate and interact with all levels of the Division, State regulators, contractors and customers through verbal and written communication.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- High School Graduation or GED equivalent.
- Two (2) years of experience working at a water plant or water distribution system.

SPECIAL CERTIFICATIONS AND LICENSES:

- C-Well Certification Required.
- Must possess and maintain a valid North Carolina driver's license with an acceptable three-year driving history.

PHYSICAL DEMANDS:

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

Performs medium work that involves walking, standing, stooping, jumping, lifting, digging, pushing and raising objects and involves exerting between 20 and 50 pounds of force on a regular and recurring basis and 50 to 100 pounds of force on an occasional basis.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to job conditions that may lead to injury or health hazards even though precautions have been taken.

- Involves routine and frequent exposure to:
- Loud environment.

- Exposed to hazards such as electrical, chemicals, and untreated raw sewage/biological pathogens.
- Subject to roadway traffic based on the location of a spill or complaint.
- Bright/dim light; Dust and pollen.
- Extreme heat and/or cold; Wet or humid conditions.
- Animals/Wildlife/Natural hazards such as snakes, insects, poisonous plants, etc.
- Fumes and/or noxious odors.

STANDARD CLAUSES:

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of Durham County.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS:

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

AMERICANS WITH DISABILITIES ACT COMPLIANCE:

Durham County is an Equal Opportunity Employer. ADA requires Durham County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.