

# Job Opening

**Date:** 5/22/2025

**To:** Internal/External Applicants

**From:** Pam Thomas, HR

**Re:** Job Opening for Tap Coordinator/Inspector, System Services Division

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Qualified applicants are encouraged to apply for the Tap Coordinator/Inspector position currently open in the System Services Division. This position will remain open until filled.

The hiring range for this exempt position is \$57,471.13 to \$70,430.69.

## **GENERAL STATEMENT OF DUTIES**

Under limited supervision performs technical work, with a working knowledge of sewer installation and lateral service connections. Work involves locating and assessing sewer availability and locating sewer mains to be tapped and assessing if easements or encroachments will be needed to provide customers with a new sewer service. Sewer availability is determined by using computer and mapping as needed as well as field investigation. Coordinates work activities with construction personnel and planning and development staff. Tact and courtesy are required in contact with customers, builders, department officials and others. As time allows, assists staff with inspection duties for construction of sanitary sewers and related facilities to enforce district standards. Reports to the Inspections Manager

## **MINIMUM TRAINING AND EXPERIENCE**

- Associate degree in Civil Engineering Design or an Associate degree in General Construction.  
*(A combination of training and experience that provides the required skills, knowledge, and abilities to perform job tasks may be substituted for educational requirements.)*
- 1-2 years of experience in sanitary/heavy utility construction and inspection, applying the knowledge of approved practices, material and equipment, and Federal, State, and local safety rules and regulations.
- Possession of a valid driver's license issued by the State of North Carolina.

Interested candidates can apply online at <https://www.msdbc.org/careers.php>.

MSDBC is an Equal Opportunity Employer. Best of luck to all applicants.

Internal Distribution: Admin., Warehouse, Fleet, System Services, Treatment Plant, WWTP-Maintenance, indeed, radio, Blue Ridge College, AB Tech College