

Town of Edisto Beach

Utilities Operator Class "D"/Trainee

DEPARTMENT	Utilities	JOB CLASSIFICATION	TBD
FLSA CLASSIFICATION	Non-Exempt	SUPERVISORY	No
REPORTS TO	Utilities Director	CIVIL SERVICE	No
STATUS	Full-time	EFFECTIVE DATE	November 12, 2009
SCHEDULE	Monday-Friday 8-4:30	SAT., SUN., HOLIDAYS	As Scheduled
OVERTIME	As Needed	PAY RANGE	TBD

GENERAL STATEMENT OF DUTIES

This position works directly under the guidance of a licensed operator, Operations Manager, and the Utilities director. The duties of this position include, but are not limited to, the daily operations of the water distribution, water treatment, waste water treatment and wastewater collections and distribution systems.

DUTIES, FUNCTIONS AND RESPONSIBILITIES

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Performs routine maintenance on water lines, meters, wells, sewer lines, sewer lift stations and wastewater treatment plant.
2. Inspects wells, lift stations, and wastewater treatment plant to ensure proper operation. Field inspections and reports. Logs readings, performs routine tests for Ph, Chlorine residuals, and dissolved Oxygen.
3. Assists with sampling for Department of Health and Environmental Control (DHEC) compliance.
4. Assists in the installation of water lines, water taps, service meters and proper connection devices and backflow prevention devices.
5. Assists in minor repairs and maintenance of buildings and grounds.
6. Assists in flushing of fire hydrants.
7. Assists with inventory of water and sewer equipment and supplies.
8. Performs duties as directed by the Utilities Director or Operations Manager relating to DHEC mandated programs such as valve maintenance, backflow prevention, hydrant maintenance, sampling procedures, etc.
9. Reads water meters and updates customer information when required.
10. Must be available for on-call status to respond to water and sewer emergencies when assigned or called-in.
11. Performs duties in accordance with SCDHEC regulations, Town Ordinances, Town policies and Standard Operating Procedures.
12. Must be available for week-end and holidays to perform daily inspections of wells, lift stations and wastewater treatment plant when assigned.
13. Obeys all safety rules and regulations and utilizes appropriate personal protective equipment required in the performance of assigned duties.
14. Assists public works department when needed.
15. Assists in locating and marking water and sewer lines for other agencies.
16. Other duties and tasks as may be required or deemed necessary.

KNOWLEDGE, SKILLS AND ABILITIES

Must possess required knowledge, skills and abilities and experience to be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

1. General knowledge of Town of Edisto Beach policies and procedures.
2. Thorough knowledge of the geography of the Town and surrounding area.
3. Thorough knowledge of safe work practices and procedures.
4. Ability to utilize basic math skills.
5. Ability to understand and follow both written and oral instructions
6. Basic knowledge of mechanical repair and maintenance.
7. Ability to understand and follow written and oral instructions.
8. Ability to communicate effectively with others both orally and written.
9. Ability to understand instructions and work well with crews and insure work completion.
10. Ability to identify unsafe conditions and take appropriate action to remedy situation.
11. Ability to work in all weather conditions.
12. Ability to establish and maintain cooperative relationships with fellow employees and the public.
13. Ability to safely operate departmental vehicles, equipment, tools, and other mechanical equipment.
14. Ability to perform some manual labor.
15. Ability to lift heavy objects and wear protective equipment.
16. Ability to read, understand and comprehend operator handbooks, manuals, and standard operating procedures.
17. Ability to read and understand Utility blueprints and schematics.
18. Ability to deal with rapidly changing situations in the field.
19. Ability to think and act quickly in emergencies.
20. Ability to utilize computer with basic skills.
21. Ability to distinguish colors for the proper lab testing procedures.

MINIMUM REQUIREMENTS

MINIMUM EDUCATIONAL REQUIREMENTS:

High school education or GED.

MINIMUM EXPERIENCE REQUIREMENTS:

No experience required; however some plumbing or basic mechanical experience preferred.

MINIMUM LICENSE REQUIREMENTS:

Must possess a valid South Carolina Driver's License or have the ability to secure a South Carolina Driver's License upon employment.

Class "D" license in Water or Wastewater required. The Trainee will receive on the job training. After successful completion of a 6 month probationary period, the Town will apply for a Trainee Permit through S.C. Department of Labor, Licensing and Regulation. The Trainee must attend a Water or Wastewater training class during the following 12 month period and must take and pass a "D" level exam. Employee must be able to obtain "D" license in both Water and Wastewater within 24 months of employment.

Local residency preferred.

- This is classified as a Safety Sensitive Position and requires a Pre-Employment Drug Test and random Drug Testing throughout employment with the Town.

SPECIAL REQUIREMENT

Must have home or cell phone at time of employment as employee is subject to stand/by and /or emergency call out.

Must be National Incident Management System compliant within one (1) year.

PHYSICAL REQUIREMENTS

- Physical ability to perform the tasks required of this classification.
- Constant standing, walking, bending, stooping, squatting, crawling, kneeling, twisting; climbing of ladders; reaching above, at, and below shoulder level; pushing, pulling, lifting, carrying up to 50 pounds.
- The employee must possess sufficient manual dexterity to operate the following, hammers, wrenches, pliers, screwdrivers, valve wrenches, pipe cutters, etc.
- Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, night vision, and the ability to adjust focus.

WORK ENVIRONMENT

- Work is performed primarily in outdoor settings in all weather conditions, including temperature extremes during day and night. Individual is exposed to hazards associated with performing manual labor and operating heavy equipment including noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.
- The employee occasionally works near moving mechanical parts and is occasionally exposed to wet or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration.
- The noise level in the work environment is sometimes loud and constant from traffic and engineer noise.
- The job risks exposure to dangerous animals, working in or near traffic and natural and man-made disasters.

ESSENTIAL SAFETY FUNCTIONS

Establishment and maintenance of a safe work environment is the shared responsibility of the Town and all employees. The Town expects employees to do everything within their control to assure a safe environment and compliance with federal, state and local safety regulations. Employees are expected to obey safety rules and to exercise caution in all their work activities. Failure to utilize required safety equipment or standard safety precautions is considered a serious offense and should result in prompt disciplinary action. Employees are asked to immediately report any unsafe condition to their supervisor. All employees are expected to correct unsafe conditions as promptly as possible.

Basic safety standards are outlined in the Occupational Safety and Health Act. These standards set and define criteria for evaluating the safety of a working place, including an automobile or truck if that is where an employee normally performs work.

All accidents that result in injury are to be reported to the appropriate supervisor, regardless of how insignificant the injury may appear. Reports are to be submitted within twenty-four (24) hours of the incident or by the next available business day.

Acknowledgments

I have reviewed this job analysis and its attachments and find it to be a fair description of the demands of the job.

Employee's Name Print

Signature Date

Town's Authorized Representative

Signature Date

Note: *By signing this document I am agreeing to the statements contained in this job description. These statements reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.*