

Position Title: Electronics Supervisor		Location: Hobson (North Charleston)	Status: Established Position, Full-time
Salary Range: \$47,964.80 (\$23.06/hr) – \$74,318.40 (\$35.73/hr)	Grade: 109	Department: Wastewater Collection	Hours: 6:00 am – 2:30 pm

**APPLICATIONS ACCEPTED THROUGH MONDAY, JUNE 19, 2017.
WE ARE AN EQUAL OPPORTUNITY EMPLOYER.**

Position Summary:

Supervises associate(s) and coordinates activities relating to the inspection, repair and maintenance of wastewater pumping station electrical & electronic control components, motors, pumps, valves, piping and other associated equipment in and around wastewater lift stations, including portable generators and portable pumping equipment.

Essential Functions:

- Supervises employees and coordinates activities relating to the inspection, repair and maintenance of wastewater collection pumping stations.
- Inspects wastewater lift stations for proper operation, and corrects malfunctions and/or makes adjustments as necessary for proper operation.
- Removes, repairs, replaces or upgrades electrical systems, electrical components, pumps, valves, motors, control components, piping and other associated equipment in and around wastewater lift stations or portable pumping equipment.
- Responsible for the maintenance, preventive maintenance, troubleshooting, repair and calibration of all electronic, pneumatic and hydraulic control and recording systems.
- Installs, troubleshoots, repairs, calibrates and performs preventive maintenance on motor and pump controllers and telemetry systems.
- Installs, troubleshoots, repairs, calibrates and performs preventive maintenance on portable and stationery pumping equipment, electrical systems, conduits, valves, sump pumps and other equipment pertaining to the wastewater collection system.
- Prepares and maintains preventative maintenance and repair records, schedules, status reports, and other documentation related to the operation of pump stations and the collection system.
- Maintains material and equipment databases, files, inventories, device information, operational standards, etc., in paper and computerized formats.
- Completes work requests, work tickets, logs, activity reports, special reports, etc., both in paper and computerized formats, on pump station activities.
- Evaluates the effectiveness of operational systems and submits recommendations for operational improvements.
- Responsible for facilities and grounds maintenance.
- May be required to work during emergency conditions.
- Regular attendance is required.
- Job performance must conform to all CWS policies and procedures.
- Specific knowledge of CWS Environmental Management System policy and procedures.

Physical Requirements, Activities, and Working Conditions

- Must be able to make visual observations of pump station, grounds and equipment.
- Constantly positions self to move, traverse in the field as necessary to perform required work.
- Ability to receive detailed information through written and oral communication.

- Considerable movement and traversing involved at work sites possibly for long distances and periods of time on various surfaces such as unpaved streets, uneven ground and cluttered work areas.
- Requires eye-hand coordination and manual dexterity.
- Constantly works in internal / external environmental conditions.
- Routinely positions self to use up to 50 lbs of force.
- Daily move and transport equipment and/or materials at job sites weighing up to 50 lbs. Objects greater than 50 lbs require a two-person operation.
- Ability to communicate detailed instructions accurately, loudly, and quickly to other workers.
- Subject to noise levels requiring the worker to shout in order to be heard above the ambient noise level. Hearing Protection Required.
- Ascending or descending ladders, stairs, ramps, etc. up to three (3) stories in height (30').
- Ability to operate and maintain motor vehicles up to two-tons.
- Routinely and safely operate computer to include desktop and tough notebook laptops in the field.
- Must meet the requirement to perform a confined space entry according to OSHA guidelines.
- Uses upper extremities to exert force in order to draw, drag, haul, or tug objects in a sustained motion. Uses upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Routinely and safely operate computer to include desktop and tough notebook laptops in the field.
- Must be able to wear Personnel Protective Equipment (PPE) as defined in the Job Safety Analysis (JSA) to perform the required essential functions.

Additional Duties

- May be required to fabricate electronic circuitry and control loops.
- May calibrate and repair gas detection meters.
- Subject to 24-hour on-call.
- Perform other duties as assigned.

Education and / or Experience

- Associate degree in electronics or a related field and three (3) years of increasingly responsible experience in instrumentation maintenance, calibration, and repair, or any combination of related education and experience in instrumentation maintenance, calibration, and repair to total six (6) years. High school diploma or GED required.
- Ability to read and understand electrical, electronic and mechanical schematics, drawings, blueprints and technical data instruments.
- Ability to use electrical and electronic measuring and testing instruments, pressure and vacuum gauges, manometers, frequency generators, electronic counters, and other test or calibration equipment..
- Ability to perform mechanical functions with proficiency.
- Ability to use ordinary shop and hand tools.
- Knowledge of OSHA standards.
- Prior work record indicating dependability and conscientiousness.

Licenses, Certifications, Registrations

- Ability to obtain a "B" Level Wastewater Collection System Operator' license in South Carolina within two (2) years of hire preferred.
- Valid South Carolina driver's license required.

Training Needs:

- OSHA and Departmental safety training as required
- Skills Based Training
- Standard Operating Instruction (SOI) per department requirements
- ISO 14001 standards for department and company
- Supervisory Training

Potential Career Path:

ELIGIBILITY FOR PROMOTION TO VARIOUS POSITIONS THROUGHOUT THE COMMISSION DEPENDS UPON INDIVIDUAL QUALIFICATIONS, AND NOTED JOB PROGRESSIONS ARE NO GUARANTEE OF CAREER PATH TO THESE OR ANY OTHER JOB(S) AT THE COMMISSION.

- Senior Pump Station Manager

Computer Skills: Intermediate

To perform this job successfully, an individual should have a **working knowledge** of Microsoft Windows, Outlook, Excel and Word or similar software, *i.e.* Mainframe System Program, CMMS, other specialized software.

Mathematical Skills: Intermediate

Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations. Ability to calculate figures such as discounts, interest, area, circumference and percentages with or without a calculator.

Decision-making Authority: Routine (Non-Exempt)

Follows routine procedures and makes minor decisions within prescribed guidelines. Refers non-routine issues to management.

Reasoning Ability: Professional

Ability to apply principles of logical thinking and to solve a wide range of intellectual and practical problems where only limited information may exist.

Supervisory Responsibilities: Line w/No HR Responsibility

This job supervises assigned employees on a daily basis. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include planning, assigning and directing work; addressing complaints and resolving problems; and reporting heightened problems or situations to management.

Safety Sensitive Position: Yes

This position falls under our Substance Abuse Policy and is subject to: post-accident, reason suspicion, random, periodic, and pre-employment alcohol/controlled substance testing. For additional information about safety sensitive drug testing, see CWS Substance Abuse Policy and Procedures

Language Skills: Intermediate

Ability to comprehend general instructions. Ability to read and understand safety manuals, operating and maintenance instructions and procedure manuals. Ability to write routine reports and business correspondence. Ability to effectively present information in small group situations with coworkers and the general public. Ability to respond to common inquiries or complaints from the general public.

Environmental Sensitive Position: Yes

Charleston Water System is an ISO 14001 Certified company that promotes activities which support environmental protection, prevention of pollution, positive impacts on human health, and continual improvement to work processes and the environment. The carrying out of the job requirements as herein described present the potential to significantly impact the environment. Therefore, specific knowledge and application of CWS Environmental Management System (EMS) policies, procedures, and instructions is needed to carry out job responsibilities and requirements.

NOTE: THE COMMISSION RESERVES THE RIGHT TO MODIFY, INTERPRET, OR APPLY THIS JOB DESCRIPTION IN ANY WAY THE CWS DESIRES. THIS JOB DESCRIPTION IN NO WAY IMPLIES THAT THESE ARE THE ONLY DUTIES, INCLUDING ESSENTIAL DUTIES, TO BE PERFORMED BY THE EMPLOYEE OCCUPYING THIS POSITION. THIS JOB DESCRIPTION IS NOT AN EMPLOYMENT CONTRACT, IMPLIED OR OTHERWISE. THE EMPLOYMENT RELATIONSHIP REMAINS "AT WILL." THE AFOREMENTIONED JOB REQUIREMENTS MAY BE CHANGED BY THE COMMISSION TO COMPLY WITH APPLICABLE FEDERAL OR STATE LAW.