



103 ST. PHILIP STREET, CHAS SC 29403
 JOB ANNOUNCEMENT NO: **17-037**
 DATE: June 15, 2017

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| Position Title: Facilities Service Technician | | Location: St. Philip Street, Downtown Charleston | Status: Established Position, Full-time |
| Salary Range: \$25,043.20 (\$12.04/hr) – \$36,316.80 (\$17.46/hr) | Grade: 102 | Department: Operations Support | Hours: 2nd Shift (with shift differential pay) 4:00 pm - 12:00 am (Training Schedule: 1 week from 7:30 am - 4:00 pm) |

APPLICATIONS ACCEPTED THROUGH THURSDAY, JUNE 29, 2017.
WE ARE AN EQUAL OPPORTUNITY EMPLOYER.

Position Summary:

Under limited supervision is responsible for **janitorial duties, minor facilities maintenance tasks, monitoring building automation** and **security of premises** and **operation of the company shuttle.**

Essential Functions:

- Perform access control at CWS facilities. May work as gate / lobby attendant or night / weekend attendant.
- Provides security assistance as required by internal procedures.
- Patrols premises during non-business hours and observes safety and security requirements.
- Operates building automation equipment as instructed to monitor security and equipment conditions.
- Performs custodial tasks such as floor upkeep, restroom, wall and window cleaning.
- Performs landscaping tasks, which includes mowing lawn, trimming shrubbery and bedding using hand tools and power tools.
- Operates powered and non-powered custodial equipment.
- Performs minor facilities maintenance tasks such as plumbing fixture repair, lamp replacement, furniture and fixture repairs as well as operator maintenance on equipment.
- Demonstrate basic understanding of facility electrical, HVAC and mechanical systems.
- 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.

Additional Duties

- May operate a vehicle to transport materials.
- Moves and arranges furniture which includes stacking and unstacking chairs and tables.
- Performs other related duties as assigned.

Physical Requirements, Activities, and Working Conditions

- Excessive periods of standing and extensive traversing to monitor for security purposes.

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- Occasionally ascend / descend stairways.
- Frequently positions self to lift and traverse up to 50 lbs. of equipment, supplies, or waste materials daily.
- Occasionally positions self to exert up to 20 lbs. of force and up to 10 lbs. of force frequently to move objects.
- Subject to skin contact with cleaning soaps, solvents, waxes, polishing solutions, cleaning materials, and stain removal solutions. Personnel Protective Equipment Required.
- Works in internal / external environmental conditions. Subject to atmospheric conditions of one or more of the following that affect the respiratory system or skin: Fumes (paint), odors, dusts, gases, etc. Personnel Protective Equipment Required.
- Subject to vibrations. Exposure to oscillating movements of the extremities of the whole body.
- Must be able to make visual observations in daylight and night.
- Ability to receive detailed information through oral communication and to make discriminations in sounds made by equipment operating.
- Ability to effectively communicate in writing, verbally and with a 2-way radio to include comprehension of complex oral and written instruction.
- Ability to operate and maintain motor vehicles.
- Must be able to wear Personnel Protective Equipment (PPE) as defined in the Job Safety Analysis (JSA) to perform the required essential functions.

Education and/or Experience

- One-year experience working in maintenance or a related field. High school diploma or GED preferred.
- Basic knowledge of electrical and mechanical systems.
- Good oral and written communication skills.
- Ability to read and write.
- Ability to follow detailed written and oral instructions.
- Customer service or security service training.
- Prior work record indicating dependability and conscientiousness.
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Licenses, Certifications, Registrations

- 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.
- See Department Competency and Training Matrix for this position.

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.

- Tradesworker I
- Tradesworker II

Computer Skills: Basic

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

Decision-making Authority: Routine (Non-Exempt)

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

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Mathematical Skills: Basic

Ability to perform basic mathematical functions including addition, subtraction, multiplication and division in whole numbers, decimals, fractions and currency.

Supervisory Responsibilities: None

This job has no supervisory responsibilities.

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.

Reasoning Ability: Intermediate

Ability to apply common sense understanding to carry out general written or oral instructions where only limited standardization exists. Ability to interpret a variety of general instructions furnished in written, oral, diagram or schedule form.

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 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 are needed to carry out the job 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.