



103 ST. PHILIP STREET, CHAS SC 29403
 JOB ANNOUNCEMENT NO: 17-080
 DATE: November 22, 2017

Position Title: Vehicle and Equipment Technician		Location: Hobson	Status: Established Position, Full-time
Salary Range: \$39,145.60 (\$18.82/hr) - \$58,760.00 (\$28.25/hr)	Grade: 107	Department: Safety and Support Services	Hours: 8:00 am - 4:30 pm

NOTE: IF YOU PREVIOUSLY APPLIED FOR THE VEHICLE & EQUIPMENT TECHNICIAN (17-074) JOB ANNOUNCEMENT, YOU DO NOT NEED TO REAPPLY FOR THIS POSITION.

APPLICATIONS ACCEPTED THROUGH TUESDAY, DECEMBER 26, 2017.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER.

Position Summary:

Under limited supervision, is responsible for the performance of regular preventive and predictive maintenance on all vehicle/equipment systems according to the OEM recommendations. Responsible for the diagnosis and the performance of repairs on all vehicle and equipment systems according to the OEM recommendations.

Essential Functions:

- Responsible for the performance of regular preventive maintenance on all major vehicle/equipment system.
- Responsible for the diagnosis and the performance of repairs on the drive train of gasoline and diesel powered vehicle/equipment to include: engines, transmissions, differentials, drive assemblies, and other related drive train components
- Responsible for the diagnosis and the performance of repairs on the support systems of gasoline and diesel powered vehicle/equipment to include: electrical, fuel, braking, suspension, hydraulic, air conditioning, computer and other support systems.
- Responsible for providing field road services for the diagnosis, and repair of equipment/vehicle
- Responsible for the safe operation and cleanup of assigned work area, equipment and tool
- Responsible for the performance of the above duties on a scheduled 24-hour standby basis as "Technician On Call."
- Establishes and maintains effective communications, both verbal and written, with equipment/vehicle parts vendors, internal inventory staff, and maintenance shop customers.
- 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

- Assists with the training of other employees to diagnose, repair, and maintain fleet equipment/Vehicles in accordance with manufacturer's specifications.
- Inspect equipment/vehicles in accordance with the internal CWS safety inspection procedures and requirements.
- Analyzes and interprets results of equipment/vehicle operating condition with diagnostic machines and equipment.
- Ability to document activities, and to read, correctly interpret, and apply written specifications to equipment or vehicles being maintained.

Position: Vehicle and Equipment Technician **Job No.** 17-080 **DATE:** November 22, 2017 **Page 1 of 3**

- Update computer aided maintenance report.
- Subject to 24-hour on-call.
- Performs other related duties as assigned.

Physical Requirements, Activities, and Working Conditions

- Frequently positions self to lift and transport tools and equipment weighting up to 50 lbs. Objects greater than 50 lbs require a two-person operation.
- Occasionally positions self to use up to 50 lbs of force and/or up to 20 lbs of force frequently, and/or up to 10 lbs of force constantly to move objects.
- Frequently positions self to maneuver as needed to perform job duties to include prolonged standing.
- Frequent gripping and grasping tools or objects.
- Occasionally work from elevated heights such as a ladder to repair equipment, vehicles, or trucks. Ability to ascend/descend ladders.
- Considerable movement and traversing involved at work sites on uneven ground and cluttered work areas.
- Frequently subject to working 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.
- Must be able to make visual observations in daylight and night.
- Ability to operate and maintain motor vehicles and frequent operations of all sizes of equipment and vehicles to include: backhoes, front-end loaders, and multi-axle vehicles.
- Frequently subject to noise to cause the worker to shout in order to be heard above ambient levels. Hearing Protection Required.
- Frequent contact with solvents, oils, grease and fuels. Personnel Protective Equipment Required.
- Ability to distinguish subtle or slight changes in pitch or noise level for fine tuning and diagnosing equipment and vehicles performance.
- 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

- Must possess a minimum of two (2) years experience in the diagnosis, repair, and preventive maintenance of both diesel and gasoline powered equipment or vehicles to include, but not limited to: engine, transmission, drive train, electrical, brake, cooling, suspension, and automotive computer systems and components. High school diploma or GED preferred.
- Must demonstrate a working knowledge of the methods, tools, and equipment used in the maintenance of automotive, truck, and equipment repair and maintenance.
- Prior work record indicating dependability and conscientiousness.

Licenses, Certifications, Registrations

- Valid South Carolina Driver's License required.
- At least three ASE certifications in the direct repair and maintenance of automotive system is desired.
- May be required to obtain a Commercial Driver's License with endorsements within six (6) months from date of hire.
- Must acquire and maintain the certifications necessary to set up and operate freon recovery and anti-freeze recovery equipment within 6 months from date of hire.

Training Needs:

- OSHA and Departmental safety training as required.

Position: Vehicle and Equipment Technician **Job No.** 17-080

DATE: November 22, 2017

Page 2 of 3

103 ST. PHILIP STREET, CHAS SC 29403

JOB ANNOUNCEMENT NO: **17-080**

DATE: November 22, 2017

- 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.

- Vehicle & Equipment Assistant Manager
- Vehicle & Equipment Manager

Computer Skills: Advanced

To perform this job successfully, an individual should have a **thorough 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.

Supervisory Responsibilities: None

This job functionally supervises assigned employees usually in the absence of the regular supervisor. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include leading and directing the workers in their daily assignments; 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.

Decision-making Authority: Procedural (Non-Exempt)

Follows general policies and procedures and makes regular decisions impacting subjects or employees under their responsibility. The employee may collect data, establish facts and draw conclusions on which to base decisions. The decisions affect the immediate workgroup or customer involved and may impact the operations of the division or organization. Decisions may be reviewed and reversed by a higher authority.

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.

Position: Vehicle and Equipment Technician

Job No. 17-080

DATE: November 22, 2017

Page 3 of 3