

Position Title: Pump Mechanic Supervisor		Location: Hobson (North Charleston)	Status: Established Position, Full-time
Salary Range: \$42,619.20 (\$20.49/hr) - \$66,081.60 (\$31.77/hr)	Grade: 108	Department: Wastewater Collections	Hours: 6:00 am – 2:30 pm

**APPLICATIONS ACCEPTED THROUGH TUESDAY, DECEMBER 26, 2017.
WE ARE AN EQUAL OPPORTUNITY EMPLOYER.**

Position Summary:

Supervises and coordinates activities of associates on a work crew engaged in maintaining, installing, troubleshooting, repairing, and replacing pumps, motors, pipes, valves, and other pump station components associated with the operations and maintenance of wastewater collection system pump stations. Also acts as a working member of the crew. Responsible for maintenance and preventive maintenance of pump stations, and on equipment used in performing pump station maintenance and preventive maintenance.

Essential Functions:

- Supervises and coordinates activities in the inspection and maintenance of wastewater pumping stations.
- Inspects wastewater pump stations, corrects malfunctions, and/or makes adjustments as necessary for proper operation.
- Removes, repairs, replaces or upgrades pumps, valves, motors, control components, piping and other associated equipment in and around wastewater lift stations or portable pumping equipment.
- Troubleshoots and repairs general electrical problems associated with wastewater pump stations or portable pumping equipment.
- Ensures compliance with all CWS and OSHA safety standards at work sites, and while transporting equipment to and from worksites.
- Performs associate performance evaluations yearly or as required, and documents results.
- Inspects completed work to determine ensure conformance to specifications, regulatory requirements specifications and standards.
- Maintains facilities and grounds.
- Maintains daily reports and work records of work accomplished.
- 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 perform maintenance and preventive maintenance of SCADA and Radio frequency communications units and components.
- Maintains logs of preventative maintenance, inspections and repairs of wastewater lift stations.
- Performs routine inspections and maintenance of vehicles and equipment.
- Confined space entry may be required.
- Subject to 24-hour on-call.
- Performs other duties as assigned.

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 oral and written communication and to make fine distinctions in sound, such as when making adjustments on equipment.
- Considerable movement and traversing involved at work sites on unpaved streets, uneven ground and cluttered work areas.
- Subject to noise levels requiring the worker to shout in order to be heard above the ambient noise level. Hearing Protection Required.
- 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.
- 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 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

- Four (4) years' experience in a public utility system, construction, manufacturing, and/or industrial maintenance working with pumps, motors, controls and valves. High school diploma or GED required.
- Working knowledge of pipefitting tools, electrical repair instruments and safety procedures.
- 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 Instructions (SOIs) 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
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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.

Decision-making Authority: Routine (Non-Exempt)

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

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.

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.

Supervisory Responsibilities: Functional

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's 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.

I have read and understand the above job description (to include all portions) for the **Pump Mechanic Supervisor** position (16-037). I am able to perform the required functions for this position.

Signature & Date

Print Name & Date