



103 ST. PHILIP STREET, CHAS SC 29403  
 JOB ANNOUNCEMENT NO: 17-083  
 DATE: December 7, 2017

<b>Position Title:</b> <b>Associate Engineer / Engineer</b>		<b>Location:</b> St. Philip Street (Downtown Charleston)	<b>Status:</b> Established Position, Full-time
<b>Salary Range:</b> See Below	<b>Grade:</b> See Below	<b>Department:</b> Engineering	<b>Hours:</b> 7:00 am – 5:00 pm (Flexible)

**APPLICATIONS ACCEPTED THROUGH FRIDAY, JANUARY 12, 2018.**  
**WE ARE AN EQUAL OPPORTUNITY EMPLOYER.**

**Position Summary:**

Under limited supervision provides engineering support for a variety of projects and programs.

**Essential Functions:**

- Design and engineer all water, wastewater, civil and other projects as assigned.
- Perform all drafting activities associated with the design and development of construction plans using AutoCad software.
- Coordinate technical work of all sections required in the design, permitting and contractor selection process for all assigned projects.
- Insure that projects meet the requirements of all federal, state and local regulations and codes as well as design standards and certify designs by stamping with professional seal.
- Perform studies and engineering investigations and provide cost estimates.
- Provide project management for projects assigned to outside engineering consultants.
- Interact with federal, state and local regulatory officials such as the Environmental Protection Administration, (EPA), the U.S. Army Corps of Engineers, the South Carolina Department of Health and Environmental Control, Department of Natural Resources, U.S. Fish and Wildlife and others during project designs and permitting.
- Provide technical assistance to other engineers, surveyors, technicians, developers and others involved in CWS business.
- 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**

- Performs other related duties as assigned.

**Physical Requirements, Activities, and Working Conditions**

- Sedentary work exerting up to 20 pounds of force occasionally and/or negligible amount of force frequently or constantly to transport move projects.
- Ability to traverse in adverse field conditions, mud, etc., as well as observe and hear.
- Ability to ascend/descend short distances, ladders or steps to evaluate or inspect equipment and facilities.
- Ability to read and comprehend as well as develop and write technical reports.
- Ability to operator personal computer and optical surveying equipment.
- Ability to issue and receive as well as understand complex written and oral instructions.
- 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

- Operate a personal computer and efficiently use AutoCad, hydraulic modeling software, and Microsoft Office software programs.
- Ability to evaluate problems. Develop and implement solutions and make decisions to insure schedule compliance and project progression in accordance with schedules.
- Good public speaking skills enabling the presentation of reports, project concepts and other information to regulatory boards, environmental groups, town or city councils or others as required.
- Prior work record indicating dependability and conscientiousness.

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## Associate Engineer

**Salary Range:** \$58,260.80 (\$28.01/hr) - \$90,313.60 (\$43.42/hr)

The candidate demonstrating the following abilities may be placed at **Grade 111:**

- B.S. Degree in Engineering from an accredited program with a focus on civil design and hydraulics associated with water and wastewater distribution and collection systems or treatment systems, environmental engineering, or water resources.
- Two (2) years of progressive experience in civil design.
- Registration as an Engineer-In-Training (EIT) in the state of South Carolina.
- Knowledge of the principles and practices of engineering as applied to civil design and hydraulics, water and wastewater distribution and collection systems, water and wastewater treatment plants, and other types of associated facilities or infrastructure.

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## Engineer

**Salary Range:** \$64,022.40 (\$30.78/hr) - \$102,440.00 (\$49.25/hr)

The candidate demonstrating the following abilities may be placed at **Grade 112:**

- B.S. Degree in Engineering from an ABET accredited program, with preference given for a strong program of courses in the design of water and wastewater infrastructure.
- At least four (4) years of progressive experience in civil design.
- Registration as a Professional Engineer (P.E.) in the state of South Carolina.
- Knowledge of and experience with the design of water and wastewater distribution and collection systems and water and wastewater treatment plants and systems.
- Extensive knowledge of the principles and practices of engineering as applied to civil design and hydraulics associated with utilities and other types of associated facilities.

### 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.**

- Asst. Director of Engineering Construction

- Director of Engineering & Construction
- Director of Water Distribution
- Director of Wastewater Collection
- Director of Environmental Resources
- Director of Hanahan Water Treatment

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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.

**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: 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 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.

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**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.

**Our Mission:** *To protect public health and the environment of our service community by providing clean water service of exceptional quality and value.*

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**Our Vision:** *By 2017, our 100th anniversary, our Vision is to become worthy of the Malcolm Baldrige National Quality Award for our customers, our community, and our future.*