

Position Title: Engineering Assistant		Location: St. Philip Street	Status: Established Position, Full-time
Salary Range: \$42,619.20 (\$20.49/hr) - \$66,081.60 (\$31.77/hr)	Grade: 108	Department: Engineering & Construction	Hours: 6:30 am - 5:00 pm (Flexible)

**APPLICATIONS ACCEPTED THROUGH MONDAY, FEBRUARY 5, 2018.
WE ARE AN EQUAL OPPORTUNITY EMPLOYER.**

Position Summary:

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

Essential Functions:

- Reviews development plans and specifications for conformance with CWS Minimum Standards.
- Determines availability and non-availability of water and wastewater for developer projects.
- Conducts hydraulic flow analysis of water distribution system and performs calculations.
- Conducts capacity analysis of wastewater collection system.
- Conducts periodic fire hydrant flow tests within the water distribution system.
- Prepares permit applications for submission to local, state and federal permitting agencies.
- Prepares maps and exhibits by compiling data from AutoCAD, GIS and other applicable sources.
- Prepares written correspondence to developers and engineers.
- Assists process and/or project engineers in all aspects of project administration.
- Prepares construction drawings and details using AutoCAD.
- Maintains correct knowledge of regulatory requirements and CWS Minimum Standards for water/or wastewater.
- 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

- Ability to exert up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Objects greater than 50 lbs. require a two-person operation.
- Subject to environmental conditions: activities occur inside and outside.
- Ability to ascend/descend ladders, stairs, and ramps as high as three (3) stories.
- Ability to turn valve operator nuts, open fire hydrant caps, etc. for conducting fire hydrant flow tests.
- Ability to understand complex written and oral instruction and communicate with others orally and in writing.
- Ability to effectively communicate with departmental and interdepartmental associates at Charleston Water System as well as with outside customers and agencies.
- Ability to work individually or in a group.
- Ability to position self to move, traverse for long distances as necessary to perform required work.
- 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

- Associate Degree in Civil, Mechanical or Chemical Engineering, or closely related science and two (2) year's related experience; or combination of education and progressively complex work experience to equal five (5) years.
- Operate a personal computer and efficiently use AutoCAD, GIS software, hydraulic modeling software, and Microsoft Office software programs.
- Ability to evaluate problems and develop and implement solutions.
- Application of engineering/surveying principles and practices.
- Prior work record indicating dependability and conscientiousness.
- Knowledge and understanding of Charleston Water System's water distribution and wastewater collection systems.
- Knowledge and understanding of Charleston Water System's Minimum Standards for the Design & Construction of Water and Wastewater Systems.
- Proficiently use AutoCAD and have working knowledge and experience with GIS software.
- Working knowledge and experience with the theory and operations of water and wastewater systems.

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.

- New Development Program Manager
- Engineer

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: Professional

Ability to apply concepts of basic algebra and geometry to practical situations. Ability to solve basic algebraic equations and develop budgets and spreadsheets.

Supervisory Responsibilities: None

This job has no supervisory responsibilities.

Decision-making Authority: Routine

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.

Language Skills: Professional

Ability to comprehend abstract instructions. Ability to read and analyze complex periodicals and journals, financial reports, and government regulations. Ability to write general reports, correspondence, procedure manuals, and articles for publication. Ability to effectively present information to top management, The Commissioners, and the general public. Ability to respond to common inquiries or complaints from the general public.

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.

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.