



103 ST. PHILIP STREET, CHAS SC 29403

JOB ANNOUNCEMENT NO: 18-004

DATE: January 31, 2018

Position Title: Pump Mechanic		Location: Hobson (North Charleston)	Status: Established Position, Full-time
Salary Range: \$35,609.60 (\$17.12/hr) – \$53,393.60 (\$25.67/hr)	Grade: 106	Department: Wastewater Collections	Hours: 6:00 am –2:30 pm

APPLICATIONS ACCEPTED THROUGH FRIDAY, FEBRUARY 16, 2018
WE ARE AN EQUAL OPPORTUNITY EMPLOYER.

Position Summary:

Under general supervision, maintains, installs, troubleshoots, repairs, and replaces pumps, motors, pipes, valves, and other pump station components associated with the operations and maintenance of wastewater collection system pump stations. Performs maintenance and preventive maintenance on pump stations, and on equipment used in performing pump station maintenance and preventive maintenance.

Essential Functions:

- Inspects or assists with inspection and corrections of malfunctioning wastewater pump stations.
- Assists with removal, repair, replacement or upgrade of pumps, valves, motors, control components, piping and other associated equipment in and around wastewater lift stations or portable pumping equipment.
- Assists in troubleshooting and repairing general electrical problems associated with wastewater pump stations or portable pumping equipment.
- Performs maintenance and preventive maintenance on pumps, valves, motors, control components, piping and other associated equipment in and around wastewater lift stations or portable pumping equipment.
- Maintains facilities and grounds.
- 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

- Maintains logs of preventative maintenance, inspections and repair of wastewater pump 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

- High school diploma or GED and two (2) years experience in a public utility system, construction, manufacturing, and/or industrial maintenance working with pumps, motors, controls and valves OR equivalent combination of education and experience. High School Diploma or GED required.
- Skill and knowledge in the use of tools, materials, and equipment commonly used in the performance of job function.
- Prior work record indicating dependability and conscientiousness.

Licenses, Certifications, Registrations

- Ability to obtain a "C" wastewater collection systems operator's license in the state of South Carolina within two years of hire.
- 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.

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.

- Pump Mechanic Supervisor
- Senior Pump Station Manager

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.

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.

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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.

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.

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.