



103 ST. PHILIP STREET, CHAS SC 29403
 JOB ANNOUNCEMENT NO: **18-005**
 DATE: February 02, 2018

Position Title: Operator Apprentice - ERD		Location: James Island (Harborview Circle)	Status: Established Position, Full-time
Salary Range: \$29,411.20 (\$14.14/hr) - \$44,116.80.20 (\$21.21/hr)	Grade: 104	Department: Environmental Resources	Core Hours: 7:00 PM - 7:00 AM Rotating Shifts (Possibility of working other shifts as needed)

NOTE: IF YOU PREVIOUSLY APPLIED FOR THE OPERATOR APPRENTICE (17-085) JOB ANNOUNCEMENT, YOU DO NOT NEED TO REAPPLY FOR THIS POSITION.

APPLICATIONS ACCEPTED THROUGH FRIDAY, FEBRUARY 16, 2018.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER.

Position Summary:

Under direct supervision of the Operations Shift Supervisor, and leadership from the Operator, this associate while in a training capacity, assists in the performance of all required job duties to produce treated effluent that meet all state and federal regulations.

Essential Functions:

- Residuals treatment and disposal meeting all state and federal regulations.
- Collect and analyze samples for control and optimization of all treatment plant processes.
- Conduct bench-top tests for control and optimization of all treatment plant processes.
- Required to work with chemicals.
- Monitor and insure that all equipment is in proper working condition; communicate with the shift supervisor and/or maintenance department personnel concerning problems encountered.
- Perform preventive and corrective maintenance on equipment as required.
- Monitor and operate the most economical and efficient equipment based upon treatment process needs, distribution system demands, and power consumption.
- Monitor and perform calculations, implement, and optimize chemical dosages.
- Prepare and maintain accurate daily and monthly plant operations reports, and chemical inventory records. Input data into various databases
- Maintain accurate and complete plant operation logs.
- Order chemicals and handle deliveries as required.
- May be required to work under 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

- Enter data into a computer database.
- Light maintenance of equipment on weekends and in absence of maintenance staff.
- May be required to participate in Intra/Inter Departmental cross training.
- Basic overview of SCADA Screens.
- Perform other duties as assigned.

Physical Requirements, Activitis, and Working Conditions

- Ability to communicate effectively in writing, verbally and with a 2-way radio, to include comprehension of complex oral and written instructions.
- Ability to receive detailed information through oral and written communication and to make fine discriminations in sound, such as when making adjustments to equipment.
- Ability to convey detailed instructions to other workers accurately, loudly, and quickly.
- Ability to make visual observations of all basins and equipment, obtain instrument readings, collect samples and field test readings from numerous sample points.
- Must be able to maneuver large valve operator wheels and chain mechanisms.
- Ability to lift, carry and/or pour 50 pound bags of dry chemicals from a height of four feet from the floor.
- Using upper extremities to exert force in order to draw, drag, haul, or tug objects in a sustained motion. On occasion this can require greater than 50 lbs of force. Objects greater than 50 lbs require a two-person operation.
- Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.
- Routinely ascend/descend ladders, stairs and ramps as high as thirteen (13) stories. Ability to work at elevated height levels as needed to perform various task.
- Constantly positions self to move, traverse for long distances as necessary to perform required work. Must be able to move about extensively to make inspections of treatment plant with varied topography and features.
- Ability to work 12 hour shifts, rotating. (Both day and night)
- Constantly works 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.
- Worker may be required to wear a respirator and/or self-contained breathing apparatus (SCBA).
- Required to work with chemicals used in wastewater treatment processes.
- Ability to navigate restricted spaces such as chemical pits, spiral stairwell, etc as needed to perform required job functions.
- 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 required.
- Must have a strong technical aptitude.
- Good written and verbal communication skills.
- Ability to use a calculator.
- Basic computer skills with windows based word processing and spreadsheet software. (Prefer Word and Excel)
- HAZMAT training preferred.
- Prior work record indicating dependability and conscientiousness.

Licenses, Certifications, Registrations

- Valid South Carolina driver's license required.
- South Carolina Department of Labor, Licensing and Regulation require that persons operating an environmental treatment facility obtain an operator's license from the Environmental Certification Board. Must be able to pass the Biological Wastewater Operators Examination through the "B" level as outlined in the **CWS Apprenticeship Program for Wastewater Treatment Plant Operator**. Specific CWS schedule for attaining certification level is as follows:

D certification exam passed within 6 months of employment

C certification exam passed within 12 months of employment

B certification exam passed within 24 months of employment
Termination of employment for failure to meet any deadline

- Must successfully complete a proficiency in the job skills required for each level as outlined in the CWS Apprenticeship Program for Wastewater Treatment Plant Operator.

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.

- Assistant Operator
 - Journeyman Operator
 - Operations Shift Supervisor
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Computer Skills: Basic

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

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: 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.

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.

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

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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.