



103 ST. PHILIP STREET, CHAS SC 29403  
 JOB ANNOUNCEMENT NO: **18-008**  
 DATE: February 14, 2018

<b>Position Title:</b> <b>Source Water Manager</b>		<b>Location:</b> <b>Hanahan</b>	<b>Status:</b> <b>Established Position, Full-time</b>
<b>Salary Range:</b> \$65,041.60 (\$31.27/hr) – \$104,083.20 (\$50.04/hr)	<b>Grade:</b> <b>112</b>	<b>Department:</b> <b>Hanahan Water Treatment Plant</b>	<b>Hours:</b> <b>7:00 am – 3:30 pm</b>

**APPLICATIONS ACCEPTED THROUGH THURSDAY, MARCH 15, 2018.**  
**WE ARE AN EQUAL OPPORTUNITY EMPLOYER.**

**Position Summary:**

Responsible for creating, managing, and revising Charleston Water System’s Source Water Management Program (SWMP) based on the AWWA G300 standard. To include daily management of source water infrastructure maintenance and security including reservoirs, intakes, tunnels, shafts, vents and remote raw water pump stations. Primary point of contact for external agencies to ensure watershed protection ranging from monitoring upstream NPDES permits, assessing contamination risk factors, participating in water quality studies and outreach and education programs. Responsible for Raw Water Contracts and serves as point of contact for raw water customers.

**Essential Functions:**

- Using G300 as a guideline develop, manage, communicate, and maintain a SWMP, goals, and activities specific to Charleston Water System (CWS).
- In association with the Chief Operating Officer and Director of Water Treatment develops the budget to implement and achieve SWMP goals and vision.
- Coordinates and leads outreach and education related to source protection and environmental issues with internal and external stakeholders.
- Serves as CWS point of contact for federal, state, and local government agencies and local stakeholders, etc. for various watershed and water quality related issues.
- Serves as CWS project manager for all studies related to source water management and source water quality for optimal treatability and regulatory compliance.
- Routinely inspects source water assets, and remote raw water pumping facilities, and coordinates with Plant maintenance management staff and/or contracted services for their associated maintenance and security needs.
- Responsible for reservoir maintenance and coordination with federal, state, and local government agencies for aquatic vegetation control.
- Responsible for establishing and management of a dam inspection and maintenance program compliant with regulatory standards.
- Routinely compiles data and publishes technical documents and presents findings to interested parties
- Responsible for the management of the CWS surface water withdrawal permit, interbasin transfer permit, drought management plan and raw water sales contracts.
- Work with the CWS Laboratory to develop raw water monitoring programs for both regulated and unregulated contaminants.
- Leads emergency response in the event of source water contamination/infrastructure failure. May be required to work under emergency conditions.

- May be required to participate in inter/intra departmental cross-training.
- Subject to 24-hour on-call.
- Specific knowledge of CWS Environmental Management System policies and procedures.

### **Additional Duties**

- Performs other related duties as assigned.

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

- Routinely ascend/descend ladders, stairs and ramps as high as three (3) stories.
- Ability to make visual observations of equipment for assessment of condition, proper operation, and to obtain readings.
- Ability to communicate effectively in writing and verbally, to include comprehension of complex oral and written instructions.
- Ability to move about extensively for long distances over varied topography and features including swamp, forest and water bodies.
- Ability to read and comprehend detailed technical reports.
- Occasionally positions self to exert up to 50 lbs of force and/or up to 25 lbs of force constantly to move objects. Objects greater than 50 lbs require a two-person operation.
- Works in indoor and outdoor environmental conditions. Subject to atmospheric conditions such as heat, cold, moisture, dust, odors, fumes, etc. Use of Personnel Protective Equipment Required.
- May be required to work with chemicals used in water treatment processes.
- Ability to convey detailed instructions to associates and contractors accurately, loudly, and quickly.
- Frequent sedentary work with extended sitting required.
- Occasional exposure to loud machinery. Hearing protection required.
- Ability to observe and comprehend computer screens.
- Must be able to make visual observations in daylight and night.
- Ability to operate and maintain motor vehicles.
- Ability to trailer, operate, perform routine maintenance and troubleshoot minor issues for a range of water craft
- Must be able to swim or learn how to do so with 6 months of hire.
- 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**

- Bachelor's degree in an environmental engineering or scientific field or at least 4 years of professional experience in hydrology, wetlands management, ecology, watershed science, environmental project management, or environmental law.
- Strong track record of technical writing, presentation, and speaking skills.
- Must be familiar with pertinent regulations and environmental best practices.
- Expertise in pertinent regulations, watershed assessment, risk management and planning including; GIS, various models and database tools.
- Demonstrated track record of strong project management skills.
- Prior work record indicating dependability and conscientiousness.

### **Licenses, Certifications, Registrations**

- Valid South Carolina Driver's License required.
- Completions of SCDNR Boat safety course completed within 1 year of hire.
- Six sigma or similar certification preferred

### **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.

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- 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 Director of Water Treatment

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#### **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.

#### **Mathematical Skills: Advanced**

Ability to apply concepts of advanced algebra, statistics and geometry to practical and abstract situations. Ability to develop and analyze budgets, complex spreadsheets, financial analyses, etc. Ability to calculate statistics, trends and make projections.

#### **Supervisory Responsibilities: Full Line w/ HR Responsibility**

This job supervises assigned employees and/or subordinate supervisors and is responsible for the overall direction, coordination, and evaluation of the unit(s). Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

#### **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: Complex (Exempt)**

Decision making authority requires the ability to define problems, collect data, establish facts, draw valid conclusions and make recommendations. Has a thorough knowledge of policies, procedures and past practices and makes non-routine decisions based on this knowledge. The decisions affect other divisions in the organization and/or the general public and impact the operations of the division and organization. Occasional decisions may be reviewed at a higher level.

#### **Reasoning Ability: Advanced**

Ability to define problems, collect data, establish facts, draw valid conclusions and make recommendations. Ability to interpret an extensive variety of technical instructions furnished in a variety of forms. Ability to deal with a variety of abstract concepts and variables.

#### **Language Skills: Advanced**

Ability to read, analyze and interpret scientific, technical and professional journals, financial reports and legal documents. Ability to write complex reports, correspondence, procedure manuals, speeches and articles for publication. Ability to effectively present information to top management, The Commissioners, and the general public. Ability to respond to sensitive inquiries or complaints from the management, The Commissioners and 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.

**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.