

Position Title: Distribution System Operator Apprentice / DSO II / DSO III		Location: Hobson	Status: Established Position, Full-time
Salary Range: See Below	Grade: See Below	Department: Water Distribution	Hours: 7:00 am – 3:30 pm

**APPLICATIONS ACCEPTED THROUGH MONDAY, MARCH 19, 2018.
WE ARE AN EQUAL OPPORTUNITY EMPLOYER.**

Position Summary:

This position is an entry level position. The associate is required to participate in the Charleston Water System Training Program and must pass specific sessions by defined dates after date of hire. Once trained, the associate performs work involving the skilled duties of a Water Distribution System Operator.

Under limited supervision, performs installations, renewal and repairs to all sizes of water services. Performs maintenance, installations and repairs to fire hydrants, valves and different types and sizes of water mains. Performs bench and field test and repairs of water meters. Repairs and replaces meter boxes and vaults as well as valve box adjustments. Performs hydrant painting, hydrant flow tests, and miscellaneous preventive maintenance procedures. Assists in maintaining Water Distribution ISO Certification by following Water Distribution's Standard Operating Instructions.

Essential Functions:

- Removes and/or replaces soil, water, materials and/or debris from work sites.
- Loads and unloads equipment and materials from vehicles at work sites.
- Operates jackhammers, compactors, pumps, and boring equipment.
- Disassembles and removes damaged or worn pipes.
- Assembles and installs new pipes.
- Disassembles/assembles pipe and meter appurtenances in the installation and/or repair of meters, meter boxes/vaults and service lines.
- Make repairs to meters up to 36" in size.
- Field test meters 3" to 10".
- Performs routine tasks with hand tools (e.g. shovels, rakes, brooms, pipe wrenches, hammer and saws).
- Performs PM inspections, testing, data collection, and general maintenance and repair of valves, fire hydrants, water mains, blow offs and sampling stations.
- Operation of distribution and transmission valves to ensure proper position and operation.
- Prepares reports.
- Locate valves and water mains in the field using electronic detection equipment.
- Follows up on deficiencies found to ensure repairs are made promptly and correctly.
- Help to solve customer complaints and problems as well as those reported by local fire departments.
- Responds to customer water quality concerns.
- Responsible for maintaining equipment used i.e.; tapping machines, pumps, compactor, saws Backhoe or Bobcat.
- Measures and cuts pipe according to specifications.
- Make various taps 3/4" up to 10" onto water mains up to 36" in size using tapping machine.
- Ability to complete work tickets, inventory supply requests and accident reports.
- Drives utility vehicles that require a CDL.
- Operates backhoes and bobcats.

- Draws as-built diagrams for new installation or repairs
- Complies with and maintains all safety procedures according to CWS and OSHA standards at all job sites and while traveling to and from job sites.
- 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

- May be required to supervise work crews on a daily basis.
- Selects specified type and size of pipe and material.
- Ability to use tape measure and level.
- Using Backhoe and/or Bobcat removes and replaces soil or debris from work site daily.
- Drives large utility vehicle daily.
- Monitors and maintains proper fluid levels and tire pressures daily.
- Cleans and maintains appearance levels of vehicle and equipment.
- Ability to operate a personal computer and/or keyboard for inputting into the Mainframe Database and CMMS (Computer Maintenance Management System).
- Ability to perform water quality testing in accordance with DHEC regulations.
- Subject to 24-hour on-call.
- Perform other duties as assigned.

Physical Requirements, Activities, and Working Conditions

- Ability to effectively communicate in writing, verbally and with a 2-way radio, to include comprehension of complex oral and written instruction.
- Ability to receive detailed information through oral communication and to make fine distinctions in sound, such as when making adjustments on equipment.
- Constantly positions self to move, traverse in the field as necessary to perform required work.
- Must be able to make visual observations in daylight and night.
- Daily move and transport equipment and/or materials at job sites weighing up to 50 lbs. Objects greater than 50 lbs requires a two-person operation.
- Considerable movement and traversing involved up to 6 miles per day frequently and in excess of 8 hours per day occasionally at work sites on unpaved streets, uneven ground and cluttered work areas.
- Routinely ascend/descend a ladder to climb in and out of excavations, embankments, meter vaults, manholes, confined spaces, etc.
- Subject to noise to cause the worker to shout in order to be heard above the ambient noise level. Hearing Protection Required.
- Subject to vibrations. Exposure to oscillating movements of the extremities or whole body.
- Constantly works in internal / external environmental conditions. Subject to atmospheric conditions, one or more of the following conditions that affect the respiratory system or the skin: fumes, odors, dusts, gasses or poor ventilation. Personnel Protective Equipment Required.
- Occasionally positions self to use up to 200 ft lbs of force and / or up to 20 ft lbs of force frequently to move objects.
- Frequently positions self to use up to 50 ft lbs of torque and up to 200 ft lbs of torque occasionally, to operate valve, hydrants, etc.
- Ability to operate and maintain motor vehicles. Required to operate and maintain heavy equipment to include but not limited to backhoes and /or bobcats.
- Routinely and safely operate computer to include desktop and tough notebook laptops in the field.
- Ability to properly use and maneuver various powered and non-powered tools and/or equipment (to include but not limited to: shovels, probing equipment, measuring devices, wrenches, bush ax, weed eater, metal files, etc.).
- 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

This is an entry position. Associate is required to successfully complete the Charleston Water System's Water Distribution System Operator Apprentice Program, which may include: formal classroom training with the Technical College, classroom and correspondence courses at the work site, on-the-job training with a qualified trainer, independent learning, work assignments and skills demonstration testing. All training completions have effective deadlines which must be met. Failure to qualify on the training requirements may result in termination. All applicants must possess the following:

- 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.

DISTRIBUTION SYSTEM OPERATOR APPRENTICE

Salary Range: \$29,889.60 (\$14.37/hr) - \$44,824.00 (\$21.55/hr)

The candidate demonstrating the following abilities may be placed at a **Grade 104:**

- Two (2) years' experience in general maintenance and construction in a utility environment preferred.
- Valid South Carolina driver's license.

DISTRIBUTION SYSTEM OPERATOR II

Salary Range: \$32,884.80 (\$15.81/hr) - \$49,316.80 (\$23.71/hr)

The candidate demonstrating the following abilities may be placed at a **Grade 105:**

- Two (2) years' experience in general maintenance and construction in a utility environment.
- Valid South Carolina Commercial Driver's License Class A or equivalent.
- 'D' level Water Distribution Operator's License.

DISTRIBUTION SYSTEM OPERATOR III

Salary Range: \$36,171.20 (\$17.39/hr) - \$54,246.40(\$26.08/hr)

The candidate demonstrating the following abilities may be placed at a **Grade 106:**

- Two (2) years' experience in general maintenance and construction in a utility environment.
- Valid South Carolina Commercial Driver's License Class A or equivalent.
- "C" level Water Distribution Operator's License required.
- Proficient operation of heavy equipment to include the bobcat and backhoe.

Licenses, Certifications, Registrations

- Must possess a valid South Carolina driver's license.
- Valid South Carolina Commercial Driver's License Class A required within 6 months of hire.
- Must successfully complete a proficiency in the job skills required for each level as outlined in the CWS Apprenticeship Program for Water Distribution.
- South Carolina Department of Labor, Licensing and Regulation requires that water distribution operators obtain an operator's license from the Environmental Certification Board. Must be able to pass the Water Distribution Operator License exam through the 'C' level as outlined in the CWS Apprenticeship Program for Water Distribution. Specific CWS schedule for attaining certification level is as follows:

'D' Level Water Distribution Operator License exam passed within 2 years of employment

'C' Level Water Distribution Operator License exam passed within 3 years of employment

Failure to meet all requirements of the CWS Apprenticeship Program for Water Distribution, including certification requirements, may result in termination.

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.

- Distribution System Operator I
- Distribution System Operator II
- Distribution System Operator III
- Journeyman Operator
- Distribution System Supervisor

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.

Decision-making Authority: Routine (Non-Exempt)

Follows routine procedures and makes minor decisions within prescribed guidelines. Refers non-routine issues to management.

Supervisory Responsibilities: None

This job has no supervisory responsibilities.

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.

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.

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.

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 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.

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.