



103 ST. PHILIP STREET, CHAS SC 29403
 JOB ANNOUNCEMENT NO: **18-019**
 DATE: March 12, 2018

Position Title: Distribution System Supervisor Valve Crew		Location: Hobson (North Charleston)	Status: Established Position, Full-time
Salary Range: \$43,305.60 (\$20.82/hr) – \$67,142.40 (\$32.28/hr)	Grade: 108	Department: Water Distribution	Hours: 6:30 am – 3:30 pm

NOTE: IF YOU PREVIOUSLY APPLIED FOR THE DISTRUBUTION VALVE CREW SUPERVIOSR (18-011) JOB ANNOUNCEMENT, YOU DO NOT NEED TO REAPPLY FOR THIS POSITION.

**APPLICATIONS ACCEPTED THROUGH TUESDAY, MARCH 27, 2018.
WE ARE AN EQUAL OPPORTUNITY EMPLOYER.**

Position Summary:

Supervises and coordinates activities of the valve crew personnel in the operation and preventive maintenance of water system valves, air release valves, fire hydrants, and blow-off devices. Isolates and reactivates water mains in support of emergency repairs, system improvement projects, and capital improvement projects. Provides immediate support for installation and/or repair of water mains, hydrants, valves, meters, meter boxes, vaults, service lines, traffic control, asphalt, concrete patching, slate and cobblestone replacement. Assist in maintaining Water Distribution ISO Certification by following Water Distribution’s Standard Operating Instructions.

Essential Functions:

- Reviews customer complaints and develops solutions.
- Evaluates and solves water distribution system problems.
- Supervises activities of the valve exercising and air release valve inspection programs.
- Monitors SCADA to evaluate system performance and water quality, and develops and implements action plans in response to data.
- Supervises and coordinates activities of crew personnel in the installation and/or repair of water mains, hydrants, valves, meters, meter boxes, vaults and service lines, valve operations and large wet taps on various types and sizes of water mains.
- Performs PM inspections, general maintenance and repair of valves, fire hydrants, water mains, blow offs and sampling stations.
- Updates valve cards and grids for water distribution system improvements.
- Responsible for maintaining equipment used by the valve crew, i.e.; valve truck, locating equipment, flushing equipment, attenuator trailers, compactors, valve keys, chlorine and turbidity meters, saws, generators, hand tools, arrow & message boards, asphalt compactors etc.
- Performs preventive maintenance on transmission, distribution, and air release valves.
- Operates hydraulic and manual valve keys.
- Locates valves, water mains and water service lines in the field using electronic detection equipment.
- Plans and performs water main isolations for repairs, distribution system improvements, and capital improvement projects.
- Required to complete asphalt patches.
- Responsible for traffic control.

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- Takes water quality samples throughout the distribution system
- Personally checks the completed work to determine conformance to standards.
- Required to assist personnel in installation and repair work.
- 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.
- Completes and maintains all appropriate documents on work related activities daily.
- Assists with various taps into ¾" to 2" (possibly 10") onto water mains using tapping machine.
- Subject to 24-hour on-call on a rotating basis.
- Disinfects and chlorinate pipes and fittings.
- Evaluates performance of associates.
- May be required to schedule work in the absence of the Senior Manager.
- 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

- Draws as-built diagrams for new installations or repairs and upgrades to the distribution system.
- May be required to schedule work when District Manager is not present.
- Trains new personnel in use of equipment and tools.
- Subject to 24-hour on-call.
- Perform other duties as assigned.

Physical Requirements, Activities, and Working Conditions

- Ability to operate and maintain motor vehicles. Required to operate and maintain heavy equipment to include but not limited to backhoes and /or bobcats.
- Constantly positions self to move, traverse in the field as necessary to perform required work.
- 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.
- Must be able to make visual observations in daylight and night.
- Frequently positions self to maneuver objects weighing up to 30 lbs and occasionally weighing up to 60 lbs. Objects greater than 50 lbs requires a two-person operation.
- Frequently positions self to use up to 50 ft lbs of force and up to 200 ft lbs of torque occasionally, to operate valve, hydrants, etc.
- Considerable movement and traversing involved 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.
- 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, 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

- High school diploma or GED required. Three (3) years experience as a pipefitter or experience in the installation and/or repair of related construction projects.
- Computer knowledge to include Microsoft Word, Excel, Outlook etc...
- Thorough knowledge of pipefitting practices and procedures.
- Prior work record indicating dependability and conscientiousness.

Licenses, Certifications, Registrations

- "C" level Water Distribution License required within 24 months of hire.
- Valid South Carolina Commercial Driver's License Class A 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.
- 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 Technician
- Senior Distribution System Manager

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

Computer Skills: Intermediate

Decision-making Authority: Procedural (Non-Exempt)

Follows general policies and procedures and makes regular decisions impacting subjects or employees under their responsibility. The employee may collect data, establish facts and draw conclusions on which to base decisions. The decisions affect the immediate workgroup or customer involved and may impact the operations of the division or organization. Decisions may be reviewed and reversed by a higher authority.

Mathematical Skills: Intermediate

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: Full Line w/HR
Responsibility

This job supervises assigned employees on a daily basis. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include planning, assigning and directing work; 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 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.