



103 ST. PHILIP STREET, CHAS SC 29403

JOB ANNOUNCEMENT NO: **18-035**

DATE: May 3, 2018

Position Title: Collection System Supervisor (Construction Section)		Location: Hobson Street (North Charleston)	Status: Established Position, Full-time
Salary Range: \$43,305.60 (\$20.82/hr) - \$67,142.40 (\$32.28/hr)	Grade: 108	Department: Wastewater Collection	Hours: 7:00am – 3:30am

APPLICATIONS ACCEPTED THROUGH THURSDAY, MAY 17, 2018.
WE ARE AN EQUAL OPPORTUNITY EMPLOYER.

Position Summary:

Supervises and coordinates activities of employees engaged in maintaining the wastewater collection system by leaning, inspecting, installing, repairing, and replacing pipes and appearances associated with standard operational and maintenance practices of a wastewater collection system and acts as a working member of the crew. Responsible for various size excavations, inflow & infiltration investigation, closed-circuit television inspection, manhole inspection and repair, air release valve inspection and repair, smoke testing, dye testing and collection system problem investigation.

Essential Functions:

- Directs work crew in the removal and/or replacement of soil and/or debris from excavations and coordinates the removal and repair or replacement of damaged or otherwise defective pipe.
- Supervises the use of mechanical cleaning equipment to clean sewer lines to relieve stoppages, prepare sewer lines for televising, clean sewer manholes, clean sewer pump station wet walls and clean sewer system vortexes.
- Operates excavation equipment including track-hoes, backhoes, front-end loaders, bobcats, etc.
- Directs work crew in the operation closed-circuit television (CCTV) system consisting of remotely operated cameras, their monitors, recording systems, and associated equipment.
- Engages in the location and identification of inflow and infiltration sources (i.e. ground water entering into the collection system, storm water cross-connections, etc.).
- Supervises crew in the performance of flow monitoring, smoke testing, dye testing to identify sources of inflow & infiltration into the wastewater collection system.
- Coordinates the removal and repair and/or replacement of defective pipe, valves, air release valves, and other appurtenances pertaining to the system.
- Repairs, replaces, and installs new wastewater collection system manholes and appurtenances.
- Operates motor vehicles and heavy equipment.
- Selects specified type and sizes of pipe used in daily assignments and oversees its measurement and placement on proper bedding.
- Uses standard construction drawings and maps to determine elevations, grade and locations of both main and lateral lines, and to determine proper approach to performing system maintenance.
- Establishes pipe grades utilizing surveying levels, pipe levels and other measuring devices.
- Completes work orders describing work completed, materials, equipment and manpower utilized, etc., and establishes follow-up work orders and schedules, if required.
- Maintains daily reports and work records of accomplished work.
- Inspects completed work to determine conformance to specifications
- Evaluates performance of associates.

- May be required to work in 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

- Supervises the design, installation and operation of wet-point system.
- May be required to supervise and operate closed circuit television.
- May be required to perform inflow & infiltration investigations and sewer system evaluation surveys.
- May supervise the smoke testing of sewer lines.
- May supervise the installation, monitoring and retrieval of flow data utilizing electronic monitors.
- Occasionally supervises the building and installation of excavation shoring.
- May be required to operate a combination vacuum/jet rodder truck that requires a CDL operator license with a taker endorsement.
- Subject to 24-hour on-call.
- Perform other duties as assigned.

Physical Requirements, Activities, and Working Conditions

- Ability to operate and maintain motor vehicles.
- Constantly positions self to move, traverse in the field as necessary to perform required work.
- 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.
- 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.
- Routinely ascend/descend into manhole to accesses approximately two feet in diameter and depths of up to twenty feet.
- Constantly works in internal / external environmental conditions.
- Subject to noise that cause the worker to shout in order to be heard above the ambient noise level. Hearing Protection Required.
- 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.
- Subject to vibrations. Exposure to oscillating movements of the extremities of whole body.
- 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

- A minimum of three (3) years experience as a collection system operator, or in pipefitting, construction, or a utility environment. High school diploma or GED required.
- Thorough knowledge of pipefitting practices and procedures.
- Prior work record indicating dependability and conscientiousness.

Licenses, Certifications, Registrations

- Ability to obtain a "B" wastewater collection systems operator's license in the state of South Carolina within two years of hire.
- Valid South Carolina Commercial Driver's License Class A (tanker endorsements must be obtained within the first six months of employment) required for **Construction Section**.

- Valid South Carolina Commercial Driver's License Class B with tanker endorsement (Commercial Driver's License Class A with tanker endorsements must be obtained within the first six months of employment) required for **Maintenance Section**.

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.
- Supervisory Training

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.

- Senior Collection System Manager
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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, 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: Line w/ no 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.

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.

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.

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.