

Position Title: UDF Foreman		Location: Hobson (North Charleston)	Status: Established Position, Full-time
Salary Range: \$39,769.60 (\$19.12/hr) – \$59,696.00 (\$28.70/hr)	Grade: 107	Department: Water Distribution	Hours: 7:00 am - 3:30 pm

**APPLICATIONS ACCEPTED THROUGH MONDAY, MAY 21, 2018.
WE ARE AN EQUAL OPPORTUNITY EMPLOYER.**

Position Summary:

Supervises, coordinates and conducts activities of crew personnel in preventive maintenance of the water distribution system appurtenances such as water mains, valves, fire hydrants, blow offs, and valve boxes. Responsible for the maintenance of water quality throughout the distribution system by executing Unidirectional Flushing Program.

Essential Functions:

- Under limited supervision performs Unidirectional Flushing (UDF) Runs throughout the water distribution system to include valve operation, hydrant maintenance, system flushing and water quality testing.
- Trains personnel on the proper test procedures for water quality monitoring.
- Conducts blow-off operations to optimize water quality
- Provides supervision and training for the Hydrant Maintenance Operators and Distribution System Operator Apprentices.
- Utilizes the UDF software program to develop and modify UDF runs as needed.
- Assists internal and external customers by performing field tests, routine and emergency shuts, and operation of hand, mechanical, and hydraulic valve operating devices.
- Performs hydraulic testing throughout the distribution system, which includes pressure and flow testing.
- Monitors distribution system water quality.
- Locates valves and water mains in the field using electronic detection equipment.
- Performs preventive maintenance tasks on distribution isolation valves, air release valves, valve boxes, and fire hydrants.
- Generates reports on data collected from UDF Runs to repair deficiencies identified in distribution system.
- Responds to customer water quality concerns.
- Follows up on deficiencies found to ensure repairs are made promptly and correctly.
- Creates and closes Computer Maintenance Management System (CMMS) Service Requests and revises UDF Worksheets.
- 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

- 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.
- Must be able to make visual observations in daylight and night.
- Ability to operate and maintain motor vehicles.
- Frequently positions self to use up to 50 ft lbs of lateral torque and up to 200 ft lbs of torque occasionally, to operate valve, hydrants, etc.
- 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.
- 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, odors, dusts, gases, etc. Personnel Protective Equipment Required.
- Constantly positions self to move, traverse in the field as necessary to perform required work in excess of 4 hours.
- 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.).
- 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.
- Routinely and safely operate computer to include desktop and tough notebook laptops in the field.
- 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 of whole body.
- 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. Two (2) years of experience in general maintenance (mechanical, plumbing or utility), supervisory experience preferred.
- Ability to read grids, valve cards and field sketches.
- Proficient knowledge of computer and software applications, i.e. word processing, spreadsheet and personal computer applications.
- Prior work record indicating dependability and conscientiousness.

Licenses, Certifications, Registrations

- "C" level Water Distribution Operator's License required within 24 months of hire.
- Valid South Carolina Driver's License required.

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
- Distribution System Supervisor

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: Functional

This job functionally supervises assigned employees usually in the absence of the regular supervisor. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include leading and directing the workers in their daily assignments; 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.

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.