



103 ST. PHILIP STREET, CHAS SC 29403
 JOB ANNOUNCEMENT NO: **18-059**
 DATE: June 28, 2018

Position Title: <h2 style="text-align: center;">Distribution System Engineering Manager</h2>		Location: Hobson North Charleston	Status: Established Position, Full-time
Salary Range: \$65,041.60 (\$31.27/hr) - \$104,083.20 (\$50.04/hr)	Grade: 112	Department: Water Distribution	Core Hours: 7:00 am – 3:30 pm

APPLICATIONS ACCEPTED THROUGH FRIDAY, JULY 20, 2018.
WE ARE AN EQUAL OPPORTUNITY EMPLOYER.

Position Summary:

Manage New Installation and Technical Services functions of the Water Distribution Department.

Essential Functions:

- Provides engineering assistance to the Director, the technical staff, and the field staff as required.
- Investigates, evaluates, and recommends appropriate solutions to the operations and maintenance deficiencies in the water distribution system.
- Responsible for planning, design, and preparation of plans and specifications for departmental projects.
- Prepares cost estimates for projects.
- Performs hydraulic modeling on existing water distribution system to determine optimal improvements.
- Coordinates special research projects with various outside organizations and agencies.
- Responsible for procuring outside contractors for projects.
- Responsible for project management and work inspections.
- Reviews new CWS and developer plans for accuracy and to ensure that CWS guidelines are met.
- Studies, evaluates, and recommends new water technologies, methods, programs, and materials.
- Oversees the schedule and construction of all new large meter installations.
- Coordinates and makes recommendations to the Specifications Committee concerning new material technologies and construction procedures.
- Administer, review, and approve bid documents, valve card drawings, extension drawings, permits, work tickets, leave slips, accident/incident reports, evaluations, new hires, contractor's invoices, disciplinary letters, etc.
- Perform initial and final review of the infrastructure design of various SCDOT and other agencies construction projects to determine the impact on Water Distribution System.
- Perform field inspections on construction projects to insure productivity and compliance with OSHA and CWS standards.
- Develop, review, revise, and approve Standard Operating Procedures for department.
- Monitor Productivity Measurement Program and provide recommendations to improve/increase productivity.
- Responsible for the production of departmental annual and periodic reports, projection reports, feasibility studies, Standard Operating Instructions (SOI), procedural activities, etc.
- Updating and training of standard specifications, details, new technologies, etc.
- Oversees the development, implementation and coordination of system inspection programs.
- 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

- Subject to 24-hour on-call.
- Perform other duties and special projects as assigned.

Physical Requirements, Activities, and Working Conditions

- Ability to communicate effectively in writing, verbally, electronically and with a two-way radio, to include comprehension of complex oral and written instructions.
- Ability to receive detailed information through oral communication and to make fine distinctions in sound, such as when making adjustments on equipment.
- Ability to operate and maintain motor vehicles.
- Intermittently positions self to maneuver objects weighing up to 25 lbs and occasionally weighing up to 50 lbs.
- Positions self to use up to 50 ft lbs of torque rarely.
- Rarely positions self to move, traverse in the field as necessary to perform required work.
- 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.
- Constantly works in internal / external environmental conditions.
- Must be able to make visual observations in daylight and night.
- 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 Civil Engineering from an accredited program or a closely related field plus four (4) years' experience in a utility environment or construction field of which two (2) years must be in a supervisory capacity.
- Ability to use drafting and surveying equipment.
- Must have acquired considerable knowledge of engineering principles and practices within the civil engineering field.
- Have working knowledge of Kentucky Pipe network modeling program and its accompanying programs.
- Be skilled in computer and software applications, i.e., word processing, spreadsheet, personal computer applications, report preparation, and project tracking.
- Be adept in using AutoCAD software program and applications.

Licenses, Certifications, Registrations

- Registration as a Professional Engineer preferred.
- "A" 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.

- Assistant Director of Water Distribution
- Director of Water Distribution

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, i.e. Mainframe System Program, CMMS, other specialized software.

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.

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.

Language Skills: Professional

Ability to comprehend abstract instructions. Ability to read and analyze complex periodicals and journals, financial reports, and government regulations. Ability to write general reports, correspondence, procedure manuals, and articles for publication. Ability to effectively present information to top management, The Commissioners, and the general public. Ability to respond to common inquiries or complaints from the general public.

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.

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.

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.