



103 ST. PHILIP STREET, CHAS SC 29403

JOB ANNOUNCEMENT NO: 18-064

DATE: July 11, 2018

<b>Position Title:</b> <b>Maintenance Technician</b> <b>I / II / III</b>		<b>Location:</b> <b>Hanahan</b>	<b>Status:</b> <b>Established Position,</b> <b>Full-time</b>
<b>Salary Range:</b> See Below	<b>Grade:</b> See Below	<b>Department:</b> <b>Hanahan Water</b> <b>Treatment Plant</b>	<b>Hours:</b> <b>7:00 am - 3:30 pm</b>

**NOTE: IF YOU PREVIOUSLY APPLIED FOR THE MAINTENANCE TECHNICIAN I/II/III (18-049) JOB ANNOUNCEMENT, YOU DO NOT NEED TO REAPPLY FOR THIS POSITION**

**APPLICATIONS ACCEPTED THROUGH THURSDAY, JULY 26, 2018.**  
**WE ARE AN EQUAL OPPORTUNITY EMPLOYER.**

**Position Summary:**

An entry position that is required to participate in a skills-based training course. Associate must pass specific training sessions by defined dates after date of hire. Once trained; performs work involving skilled duties of a maintenance mechanic. Duties include some knowledge of preventive, predictive, and corrective maintenance of plant equipment and facilities.

**Essential Functions:**

- Performs skilled duties of moderate difficulty; includes some knowledge of alignment, bearings, seals, lubrication, drives, mech. principles, torque, fasteners, plumbing, piping, and pumps.
- Assists with the more difficult assignments in skilled labor such as maintenance of complex diesel or gasolinepowered generator and pump systems.
- Performs general maintenance and repair of machinery and related plant equipment such as valves, pumps, gear trains, speed reducers, and hydrants.
- Repairs, maintains, and operates power operated machines such as a lift truck, backhoe, tractor mower, and/or bobcats.
- Uses proper measurement tools to align rotating elements.
- This associate is required to work with chemicals • May be required to work under emergency conditions.
- Required to operate shop equipment.
- Performs preventive, predictive and corrective maintenance on equipment and facilities.
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- Performance must comply with all CWS policies and procedures.
- 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 policies and procedures.

**Additional Duties**

- Must have ability to accurately document and keep records.
- May be required to weld or cut.
- Familiarity with safe handling practices for hazardous materials.
- May be required to participate in Intra/Inter Departmental cross training.



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- May be subject to 24-hour on-call.
- Performs other related 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 express and receive detailed information through oral communication and make fine distinction in sound, such as when making fine adjustments on machine parts.
- Ability to communicate verbal instructions quickly, loudly, and effectively in emergency situations.
- Ability to observe and comprehend computer screens and software to generate reports, specifications, memos, and letters.
- Ability to observe repairs and field work in progress.
- Ability to distinguish colors in the color spectrum; such as reading color codes on resistor.
- Subject to noise to cause the worker to shout in order to be heard above the ambient noise level. Hearing Protection Required.
- Frequently positions self to move, traverse and lift up to 50 lbs to perform required work. Objects greater than 50 lbs require a two-person operation.
- Ability to reach, pull, handle documents, tools and equipment as required to perform routine tasks. Must be able to turn valve operator wheels and chain mechanisms.
- Occasionally positions self to use up to 50 lbs of force and/or up to 20 lbs of force frequently, and/or up to 10 lbs of force constantly to move objects.
- Routinely ascend/descend ladders, stairs and ramps as high as thirteen (13) stories at Plum Island and three (3) stories at Hanahan. Ability to work at elevated height levels as needed to perform various task.
- Constantly positions self to move, traverse for long distances as necessary to perform required work. Must be able to move about extensively to make inspections of treatment plant with varied topography and features.  
Ability to traverse on uneven ground while safely maneuvering equipment on wheels.
- Ability to work independently of others.
- 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 (paint), odors, dusts, gases, etc. Personnel Protective Equipment Required.
- Worker may be required to wear a respirator and/or self-contained breathing apparatus (SCBA).
- Required to work with chemicals used in water and wastewater treatment processes.
- Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.
- Using upper extremities to exert force in order to draw, drag, haul, or tug objects in a sustained motion. On occasion this can require up to 50 lbs of force. Objects greater than 50 lbs require a two-person operation.
- Must be able to maneuver large valve operator wheels and chain mechanisms.
- Ability to operate and maintain motor vehicles.
- May be required to operate heavy equipment to include but not limited to backhoes at treatment plants.
- Subject to vibrations. Exposure to oscillating movements of the extremities of whole body.
- Ability to navigate restricted spaces such as chemical pits, spiral stairwell, etc as needed to perform required job functions.
- Must be able to wear Personnel Protective Equipment (PPE) as defined in the Job Safety Analysis (JSA) to perform the required essential functions.



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### **Education and/or Experience**

This is an entry position. Associate is required to successfully complete the Charleston Water Systems Maintenance Technician Apprenticeship Program, which may include: formal classroom training with the local 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 tests. All training completions have effective deadlines which must be met. Failure to qualify on the training requirements may result in termination.

- Prior work record indicating dependability and conscientiousness.
- Ability to work independently of others.

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### **MAINTENANCE TECHNICIAN I**

**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:**
- This is an entry position. Associate is required to successfully complete the Charleston Water Systems Maintenance Technician Apprenticeship Program, which may include: formal classroom training with the local 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 tests. All training completions have effective deadlines which must be met. Failure to qualify on the training requirements may result in termination.

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### **MAINTENANCE TECHNICIAN II**

**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:**

- Three (3) years experience in maintenance repair or equivalent education in the designated trades area. High school diploma or GED required.
- Commercial Driver's License (CDL) Class A required 12 month of hire at the Hanahan WTP.
- Completion of "D" level Wastewater Treatment Correspondence Course required within 18 months of hire.
- Complete One Year of CWS Maintenance Technician Apprenticeship Program as outlined in the Maintenance Technician Program – Failure to complete this requirement may result in Termination.

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### **MAINTENANCE TECHNICIAN III**

**Salary Range:** \$43,305.60 (\$20.82/hr) - \$67,142.40 (\$32.28/hr)

The candidate demonstrating the following abilities may be placed at a **Grade 108:**

- Four (4) years experience in maintenance repair or equivalent education in the designated trades area. High school diploma or GED required.
- Commercial Driver's License (CDL) Class A required 12 month of hire at the Hanahan WTP.
- Pass "D" Level Water or Wastewater Exam. (Preferred within 12 months of promotion)
- Complete Two Years of CWS Maintenance Technician Apprenticeship Program as outlined in the Maintenance Technician Program – Failure to complete this requirement may result in Termination.

### **Licenses, Certifications, Registrations**

- Valid South Carolina Driver's License required.



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### 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.**

- Maintenance Technician II
- Maintenance Technician III
- Maintenance Supervisor

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#### 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.

#### 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.

#### Supervisory Responsibilities: None

This job has no supervisory responsibilities.

#### Safety Sensitive Position: Yes

This position falls under our Substance Abuse Policy and is subject to: post-accident, reason suspicion, random, periodic, and preemployment alcohol/controlled substance testing. For additional information about safety sensitive drug testing, see CWS Substance Abuse Policy and Procedures.

#### Decision-making Authority: Routine (Non-Exempt)

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

#### 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.

#### 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.

#### Environmental Sensitive Position: Yes

Charleston Water System is an ISO 14001 Certified company 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 are needed to carry out the job 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.