**CODE: 4002**

**FLSA: Non-Exempt**

**GRADE: 9**

**LOW COUNTRY REGIONAL WATER SYSTEM**

**JOB DESCRIPTION, OCTOBER, 2017**

**JOB TITLE: TREATMENT FACILITY OPERATOR**

**GENERAL STATEMENT OF JOB**

Under general supervision, is responsible for assisting with the maintenance and daily operation of the Lowcountry Regional Water System’s water distribution system, wastewater collection system, treatment plants and labs. This includes facilities in Hampton, Brunson, Gifford, Varnville and Yemassee. Performs daily inspections of 3 wastewater treatment facilities and multiple deep wells. Collects samples and tests for parameters such as PH, DO and Chlorine. Calibrates all machinery. Checks wells and lift stations and records readings. Assists lab technician with BOD, TSS, fecal testing, water samples and lab reports or other testing and sampling as may be needed or required. Assists customers with water complaints. Performs monthly water sampling. Is responsible for providing timely and accurate communications to supervisors or leads with respect to operational issues. Reports to the Treatment Facility, Compliance and Lab Manager or Treatment Facility Senior Technician of the LRWS as applicable.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

Monitors and performs assigned daily wastewater treatment plant and drinking well operations.

Monitors and records readings from meters, gauges and instruments.

Coordinates daily water quality laboratory operations; collects and prepares water samples for laboratory analysis.

Regulates and adjusts chemical rates as indicated.

Performs routine maintenance activities such as reading and repairing water meters, digging ditches, assisting with system repair, etc.

Reads water meters on assigned routes and records readings whether manually or by using computer meter reading equipment.

Inspects meters and connections for defects, damage and unauthorized connections; takes steps to communicate and correct any irregularities.

Verifies readings to locate abnormal consumption and records reason for fluctuations.

Installs, changes and repairs meters as needed.

Assists in maintaining property and grounds; performs such duties as picking up and removing trash and debris, mowing grass, etc.

Performs general custodial work as necessary.

Assists in maintaining assigned trucks and equipment; performs cleaning, preventative maintenance and simple repair work as required. Recommends repairs to equipment and systems.

Drives and operates trucks and other vehicles; operates various hand and power tools as necessary to accomplish tasks.

Complies with departmental policies, procedures, laws, regulations, contracts, permits, and standards of quality and safety.

Demonstrates the highest level of customer service standards at all times.

Receives and responds to inquiries, complaints and requests for assistance from customers and the general public.

Attends meetings and training as schedules by the management of the LRWS.

Utilizes a variety of computer software to include Word, Excel, QSI and MS Office.

**ADDITIONAL JOB FUNCTIONS**

Assists in the office as needed.

Performs other duties as required.

**ESSENTIAL SAFETY FUNCTIONS**

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

**MINIMUM TRAINING AND EXPERIENCE**

Requires a high school diploma, GED, or specialized vocational training, with 2 years of job related experience; or a combination of education and experience that provide the required knowledge, skills and abilities. Must possess a valid South Carolina Driver's License. Must maintain a safe driving record. SCDHEC Licenses preferred or able to obtain within 2 years of hire date:SC Water Treatment Operator Class D, SC Biological Wastewater Operator Class C, and FEMA NIMS Certifications 100,200,700 and 800.

*This is classified as a Safety Sensitive Position and may require a Pre-Employment Drug Test and random Drug Testing throughout employment with LRWS.*

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED**

**TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment. Must be able to exert up to five pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, stoop, reach, kneel, carry or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time. Must be able to push, pull, or lift/carry weights of 50-100 pounds.

**Data Conception:** Requires the ability to compare and/or inspect items against a standard.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information, includes the receiving of information and instruction from supervisor.

**Language Ability:** Requires the ability to read technical instructions, procedures, manuals and charts to solve practical problems; composing routine reports.

**Intelligence**: Requires the ability to complete manual, clerical or operating tasks following definite procedures, but which may require computation, the use of several procedures and the use of independent judgments; requires detailed attention for accurate results.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions. Must be able to communicate effectively and efficiently with co-workers and the general public.

**Numeric Aptitude:** Requires the ability to use arithmetic such as addition, subtraction, multiplication, division and/or calculating ratios, rates and percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width, and shape.

**Motor Coordination:** Requires the ability to make precise movements with fingers, hands and arms, e.g., typing, keying, data entering, commercial trucking, earthmoving, etc.

**Manual Dexterity:** Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have adequate levels of eye/hand/foot coordination for machine tending, auto driving, etc.

**Color Discrimination and Visual Acuity:** Requires the ability to match specific colors, textures, forms, etc.

**Interpersonal Temperament**: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with persons acting under stress.

**Physical Communications**: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

**PERFORMANCE INDICATORS**

**Knowledge of Job:** Has knowledge of the methods, policies, and procedures of the department as they pertain to the performance of duties of the Utility Worker/Plant Operator. Has knowledge of the organization and planning as they pertain to the performance of duties of the position and as reflected in the needs and requirements of the department. Is able to make decisions related to work and work environment. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to plan, organize, and prioritize daily assignments and work activities. Is able to learn and utilize new skills and information to improve job performance and efficiency. Is able to read and interpret materials pertaining to the responsibilities of the job. Has knowledge of the terminology used within the department. Has knowledge of how to maintain effective relationships with employees and members of the public through contact and cooperation. Is able to maintain positive customer-focused relationships with staff, agencies, the general public, and all other internal and external customers. Is able to recognize problems and potential problems and recommend appropriate solutions. Is able to compile information and present reports. Is able to communicate clearly. Has good English usage, vocabulary, spelling, and basic mathematics. Has knowledge of applicable occupational hazards and safety precautions. Has knowledge of how to react calmly and quickly in emergency situations.

**Quality of Work**: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

**Quantity of Work**: Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

**Dependability**: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

**Attendance**: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

**Initiative and Enthusiasm**: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

**Judgment**: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

**Cooperation**: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

**Relationships with Others**: Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

**Coordination of Work**: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

**Safety and Housekeeping**: Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

**DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.**