



Town of Sullivan's Island

Water & Sewer Department

843-883-5748

ggress@sullivansisland-sc.com

Wastewater Treatment Plant Operator

Typical starting range \$28.25 - \$29.44 Hourly DOQ

Position Open Until Filled

Signing Bonus offered based on qualifications and experience. Relocation cost negotiable.

Overview of Position:

Our Current Lead Operator will retire soon and we are looking for the right individual to come on board now to transition into the Lead role when the time comes.

This position requires a responsible energetic forward thinking individual that works well with others. This is a multitasking position with a variety of job tasks but the primary area of responsibility being the Wastewater Treatment Facility. Our small utility environment requires a person willing and able to perform a variety of job tasks related to Water, Wastewater and Laboratory, the equipment and tools necessary to operate and maintain these systems. Drinking water is purchased from Charleston Water System (CWS). Our purchased capacity is currently at .750 MGD. Wastewater is collected and transported to the Treatment Facility via six lift stations and approximately 17 miles of collection pipe. The WWTF is designed to treat .570MGD. Onsite certified lab with few samples outsourced to third party Lab.

Area:

Sullivan's Island is a barrier Island located across the harbor from historic Charleston. Approximately 2,000 residents live on Sullivan's Island today. The Town is known for its unhurried pace, beautiful beaches and local charm. A strictly residential community.

Responsibilities:

Responsibilities include: Performs a variety of tasks related to the processing and treating of water, wastewater and bio-solids to meet state and federal discharge regulations under minimal supervision. This is a single-position. The primary responsibility will be for the overall operations and maintenance of the newly constructed Wastewater Treatment Facility, Oversee all lab functions. The Sullivan's Island wastewater treatment facility is a .570 MGD activated sludge oxidation ditch plant. It is currently under construction for improvements to flood proof and seismic resistance. This position will also serves as the plant's Laboratory manager and has responsibility for all analytical and operational activities of the laboratory, including the accuracy and quality of all data reported. On call 24/7 for after hour emergencies and works rotating weekend schedule. Currently





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every 3 to 4 weeks. Residency requirement is a 20 mile radius max from Sullivan's Island. For complete job description visit our web site www.sullivansisland-sc.com

Minimum Qualifications:

Requires a valid SC driver's license; high school diploma; valid SC "B" Biological Wastewater Treatment at time of hire or ability to obtain one within six months of hire, and five (5) years progressive experience in the lead role of Operating and Maintaining an Activated Sludge Wastewater Treatment Facility and Laboratory of similar size. SC "C" Water Treatment and SC "B" Water Distribution license is a plus.

Applicants cannot be considered until a completed employment application has been received. Mail application to: Town of Sullivan's Island, Attention: Greg Gress, PO Box 427, Sullivan's Island, SC. 29482, or email ggress@sullivansisland-sc.com, Phone (843) 883-5748. Download employment application from our web site <http://www.sullivansisland-sc.com/Employment.aspx> Sullivan's Island is an EOE employer.

NOTES: *We offer competitive medical, vision & dental plans, SC State retirement, life insurance, 10 paid holidays and one personal day per year, 6.67 hours vacation leave accrual per month, and eight hours sick leave accrual per month.*



Sullivan's Island Water & Sewer Department

Job Title: WWTP Lead Operator
Department: Water & Sewer

FLSA Status: Nonexempt
Division: Operations

General Summary of Position:

This is a single-position. The position has the responsibility for the overall operations and maintenance of the Sullivan's Island wastewater treatment plant, laboratory, and sludge disposal functions. The Sullivan's Island wastewater treatment facility is a .570 MGD activated sludge oxidation ditch plant. The position also serves as the plant's Laboratory Supervisor and has responsibility for all analytical and operational activities of the laboratory, including the accuracy and quality of all data reported.

Principle Duties and Responsibilities:

1. Operates pumps, engines, blowers, etc. according to manufactures O&M guidelines and procedures to meet discharge permit conditions.
2. Monitors gauges, meters and control panels and makes adjustments to ensure quality of processes.
3. Reviews daily log sheets and checklists to ensure established standards and procedures are being met.
4. Determines process requirements and needed adjustments based on instrument readings, laboratory results and process control tests to ensure compliance with discharge regulations.
5. Reports abnormal or unusual equipment operation to Chief Operator and/or Manager.
6. Coordinates preventive maintenance functions with Chief Operator.
7. Coordinates equipment shutdown for maintenance activities with Chief Operator.
8. Coordinates the activities of other operators in collaboration with the Chief Operator.
9. Cross train other operators for backup and weekend duty. Provides feedback to Chief Operator and/or Manager regarding progress, additional training requirements, etc.
10. Responds to emergency situations and trouble shoots operational problems. Reports problems to Supervisor and/or Manager.
11. Keeps work areas clean.
12. Operates heavy equipment (Backhoe, Skid Steer, Dump Truck, etc.) related to process operations and maintenance according to established safety guidelines.



13. Collects samples for analysis from plant process units, water and sewer system.
14. Performs routine analysis of water, wastewater, biosolids, according to established guidelines and procedures.
15. Performs analysis of standard quality control solutions to ensure accuracy of results. Prepare and submit annual PT samples for Lab certification renewal.
16. Prepares media, reagents, and standard solutions according to established guidelines and formulas to ensure integrity of results.
17. Calculates, records, and summarizes test results. Develop maintain and update, as needed, Standard Operating Procedures (SOP).
18. Inputs data and summary information into computerized records for analysis and record keeping purposes.
19. Maintains assigned work area, apparatus, and equipment.
20. Participates in required training and educational programs and integrates learning into job role.
21. Meets and maintains scheduled attendance requirements.
22. Organize and maintain a preventative maintenance program in a timely fashion.
23. Perform corrective and preventative maintenance as is required.
24. Produce and maintain an inventory of supplies, spare parts, equipment and tools. Prepares purchase requisitions to maintain predetermined supply levels.
25. Assure that all reports necessary to prepare the DMR is submitted to the Manager by the Thursday preceding the first Monday of each month.
26. Assure that the WWTP laboratory QA/QC program is updated and maintained. Attend and coordinate with DHEC Lab Certification staff all annual inspections.
27. Assist in development and maintain a WWTP O&M manual.
28. Review and follow safety procedures and practices in compliance with OSHA standards.
29. Assure that all NPDES limits and requirements are met.



30. Become familiar with the water distribution and sewer collection systems and help with corrective and preventative maintenance when needed.
31. Help organize and coordinate work with contractors.
32. Normal work schedule is M – F 7:30 AM to 4:30 PM. Works normal rotating on call schedule. Working 8 AM to 12 noon weekends and holidays while being on call from 4:30 PM Friday to 4:30 PM the following Friday to respond to emergencies.
33. Performs additional duties as assigned.

Skills, Knowledge and Abilities Required:

1. Work requires ability to read, write and perform advanced mathematical calculations at a level normally acquired through completion of a college education or equivalent. Training and education through an environmental training program is preferred.
2. Position requires a minimum of five years of experience in the wastewater field or a combination of education and experience equivalent to five years' experience in plant operations at a level of complexity comparable to SIWSD as determined by the Manager.
3. Position requires a current Class B South Carolina Wastewater Treatment Operator Certification, A SC Class B Water Distribution Operator Certification, and SC Class C Water Treatment Operator Certification or ability to obtain within one year.
4. Work requires thorough knowledge and ability of treatment processes and plant equipment utilized by the Town.
5. Work requires ability to understand and carry out written and oral instructions.
6. Work requires ability to follow established safety guidelines while performing required tasks. Work requires ability to recognize situations that may present hazardous or unsafe conditions and to respond in a manner consistent with established safety guidelines and training.
7. Work requires interpersonal skills to effectively and tactfully communicate with co-workers and residence.
8. Work requires advanced analytical skills and strong attention to detail in order to interpret monitoring data from laboratory or sight tests and make process adjustments as needed.



9. Work requires ability to work efficiently and react quickly to changes in treatment process conditions, emergency situations and operational problems. Work requires general mechanical ability.
10. Work requires a valid South Carolina driver's license and safe driving record.
11. Work requires the ability to perform laboratory tests and analyses at a level normally acquired through college level work in environmental analysis, general chemistry, or microbiology. Equivalent work experience in a wastewater laboratory may be substituted for official education at the discretion of the Manager.
12. Work requires a minimum of 5 years previous experience performing tests and analyses at a Wastewater Treatment Facility Lab.
13. Work requires the ability to use and maintain laboratory equipment and apparatus used in testing and analysis.
14. Work requires knowledge and ability to perform tests following prescribed procedures.
15. Work requires ability to make accurate observations and interpretations of laboratory test results.

Physical Requirements:

1. Works requires ability to lift, carry, push and pull objects weighing up to 50 pounds on an hourly basis and up to 70 pounds on an occasional basis.
2. Work requires the ability to reach, grab and maneuver with arms and hands in various positions, including overhead, for up to 2 minutes at a time on a frequent basis.
3. Work requires manual dexterity in order to assemble and disassemble pipefittings and other equipment.
4. Work requires the ability to climb ladders and stairs on an hourly basis and requires climbing while carrying up to 35 pounds on a daily basis.
5. Work requires the ability to bend, kneel, stoop, and maneuver in small spaces for up to 3 minutes at a time while performing various tasks.
6. Work requires the ability to stand for up to one hour at a time on an hourly basis.
7. Work requires ability to proofread and check documents for accuracy on an ongoing basis.



8. Work requires ability to visually monitor and interpret output from various equipment and tests on an hourly basis.
9. Work requires the ability to use a keyboard and video display terminal to enter, transform, receive, retrieve and/or audit information and data on an hourly basis.
10. Work requires ability to observe and interpret information from monitors, gages and control panels on an ongoing basis.
11. Work requires sufficient visual and auditory acuity to interact and communicate with others.

Reporting Relationships:

1. Reports to the Chief Operator and/or Manager.
2. Leads and/or coordinates the work of other operators in absence of Chief Operator and Manager or as assigned.

Working Conditions:

1. Works in areas that may be uncomfortable due to dampness, temperature, noise, odors, dust and dirt.
2. Part of the day may be spent in a normal laboratory environment where there are relatively few discomforts due to temperature, dirt, or noise.
3. Work requires exposure to extremes in temperature when working outdoors with scheduled plant and/or field maintenance.