



Town of Sullivan's Island

Water & Sewer Department

843-883-5748

ggress@sullivansisland.sc.gov

Water System Lead Operator

Typical starting range \$29.44 - \$31.42 Hourly DOQ

Position Open Until Filled

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

Overview of Position:

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 Water Distribution and Treatment Systems. Reading meters, flushing hydrants, replacing water mains & valves, installing meters. Our small utility environment requires a person willing and able to perform a variety of job tasks related to Water Distribution, Water Treatment, Wastewater Systems and, the equipment and tools necessary to operate and maintain these systems. Drinking water is purchased from Charleston Water System (CWS) and we distribute on average .300 MGD to our customers daily. Our purchased capacity is currently at .750 MGD. We currently have approximately 17 miles of distribution pipe. A little over half of this has been replaced since 2004. 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. We are strictly a 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 Water Distribution System, including but not limited to maintaining water quality in the Distribution System, testing, flushing and exercising valves and hydrants, performing fire flow audits, backflow test records, customer service related work orders. Ability to perform lab functions related to water





Town of Sullivan's Island Water & Sewer Department

843-883-5748

ggress@sullivansisland.sc.gov

and wastewater. Weekend duty will require some wastewater treatment plant functions. On call 24/7 for after hour emergencies and works rotating weekend schedule. Currently every 4 to 5 weeks. Residency requirement is a 20 mile radius max from Sullivan's Island. For complete job description visit our web site www.sullivansisland.sc.gov

Minimum Qualifications:

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

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.gov, Phone (843) 883-5748. Download employment application from our web site. Sullivan's Island is an EOE employer.

NOTES: *We offer competitive medical, vision & dental plans, SC State retirement, life insurance, 12 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: Water System Lead Operator
Department: Water & Sewer

FLSA Status: Nonexempt
Division: Operations

General Summary of Position:

Generally has full responsibilities of the Sullivan's Island Water Systems. Performs a variety of tasks related to the Operation and Maintenance of the distribution and treatment of water to meet state and federal regulations under minimal supervision. Also performs construction activities related to the installation & repair of water distribution and sewer collection systems. Performs daily tests and collects daily plant readings. Also performs duties related to daily routine for the Wastewater Treatment Plant when on call.

Principle Duties and Responsibilities:

1. Operates pumps, engines, blowers, etc. according to manufactures guidelines and procedures.
2. Monitors gauges, read meters and control panels to ensure quality of processes.
3. Install and repair of water meters and service lines. 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 regulations.
5. Reports abnormal or unusual equipment operation to supervisor according to established procedures.
6. Coordinates preventive maintenance functions as assigned to Operations.
7. Coordinates equipment shut down for maintenance activities according to established guidelines.
8. Coordinates the activities of other operators in collaboration with the Chief Operator.
9. Assists Chief Operator in cross training other operators. Provides feedback to Chief Operator regarding progress, additional training requirements, etc.
10. Responds to emergency situations and trouble shoots operational problems. Reports problems to Supervisor and/or Manager according to established guidelines.
11. Keeps work areas clean according to established guidelines.
12. Assists in operating heavy equipment (Backhoe, Skid Steer, Dump Truck, etc.) related to process operations and maintenance according to established safety and procedural guidelines.
13. Collects samples for analysis from distribution system, 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.
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 following established procedures. Interpreting test results. Maintains and updates, as needed, Standard Operating Procedures (SOP).
18. Checks inventory levels periodically. Gathers quotes in preparation of requisitions according to established guidelines to maintain predetermined supply levels.
19. Inputs data and summary information into computerized records for analysis and record keeping purposes.
20. Maintains assigned work area, apparatus, and equipment according to established guidelines.
21. Participates in required training and educational programs and integrates learning into job role.
22. Performs additional duties as requested.
23. Meets and maintains scheduled attendance requirements.
24. 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.

Skills, Knowledge and Abilities Required:

1. Position requires ability to read, write and perform advanced mathematical calculations at a level normally acquired through completion of a high school education or equivalent. Training and education through an environmental training program is preferred.
2. Position requires a minimum of five years' experience in the water and wastewater field or a combination of education and experience equivalent to five years' experience at a distribution system operation at a level of complexity comparable to SIWSD as determined by the Manager.
3. Position requires current South Carolina Class B Water Distribution Operator Certification, South Carolina Class B Wastewater Treatment Operator Certification, South Carolina Class C Water Treatment Operator Certification.
4. Position requires thorough knowledge of the distribution and treatment processes and related system equipment utilized by the Town.
5. Position requires demonstrated experience and ability to operate heavy equipment related to the operation and maintenance and construction of water & wastewater systems.
6. Position requires ability to understand and carry out written and oral instructions.

7. Position 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.
8. Position requires interpersonal skills to effectively and tactfully communicate with residence along with leading and training co-workers.
9. Position requires advanced analytical skills and strong attention to detail to interpret monitoring data from laboratory or sight tests and make process adjustments according to established guidelines.
10. Position requires ability to work efficiently and react quickly to changes in treatment process conditions, emergency situations and operational problems. Work requires general mechanical ability.
11. Position requires a valid South Carolina driver's license and safe driving record.
12. Position 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.
13. Position requires a minimum of 5 years previous experience and/or training performing tests and analyses at a Wastewater Treatment Facility Lab.
14. Position requires the ability to use and care for laboratory equipment and apparatus used in testing and analysis.
15. Position requires knowledge and ability to perform tests following prescribed procedures.
16. Position requires ability to make accurate observations and interpretations of laboratory test results.
17. Position requires interpersonal skills to effectively and tactfully communicate with department staff and external contacts.

Physical Requirements:

1. Position requires ability to lift, carry, push and pull objects weighing up to 50 pounds on an hourly basis and up to 100 pounds on an occasional basis.
2. Position 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. Position requires manual dexterity in order to assemble and disassemble pipefittings and other equipment.
4. Position 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. Position 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. Position requires the ability to stand for up to one hour at a time on an hourly basis.
7. Position requires ability to proofread and check documents for accuracy on an ongoing basis.
8. Position requires ability to visually monitor and interpret output from various equipment and tests on an hourly basis.
9. Position 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. Position requires ability to observe and interpret information from monitors, gages and control panels on an ongoing basis.
11. Position requires sufficient visual and auditory acuity to interact and communicate effectively 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. Position requires exposure to extremes in temperature when working outdoors with scheduled plant and/or field maintenance.