

**Town of Sullivan's Island**  
**Job Description**

Job Title: Operator Trainee  
Department: Water & Sewer

FLSA Status: Nonexempt  
Job Group: Nonunion / Nonsupervisory

General Summary of Position:

Performs, under general supervision, a variety of heavy manual labor, semi-skilled and skilled duties related to the upkeep and maintenance of the Water & Sewer Department equipment and facilities. May perform duties in mechanical, electronics, construction of water and/or sewer pipes and/or building and grounds, but will assist in any maintenance area as needed.

Principle Duties and Responsibilities:

1. Performs semi-skilled maintenance tasks in one or more designated areas of mechanical, electronics, construction of water and/or sewer pipes and/or building and grounds based upon training and experience.
2. Performs or assists in the maintenance and repairs to wastewater treatment equipment including, but not limited to, pumps, compressors, engines, piping, valves, motors, motor controls, sensors, alarms, telemetry systems, lighting, metering devices, vehicles and generators according to established safety and procedural guidelines.
3. Assists other staff with maintenance and Operation of Water & Sewer Department systems, buildings and grounds.
4. Operates heavy equipment such as Backhoe, Tractors, Portable Pumps, Skid Steer Loaders, Jet Vac, Compressors, Lawn Mowers, Generators, Fork Lift Trucks, Dump Trucks, etc. according to established practices in order to complete assigned tasks.
5. Performs or assists with the following tasks.
  - a. Makes or assists with repairs and improvements to plant buildings and grounds.
  - b. Maintains Water & Sewer Department grounds by mowing grass, removing debris or leaves, etc.
  - c. Performs water and sewer line maintenance, repairs and installations.
  - d. Performs water meter installs, repairs and replacements
  - e. Performs duties related to sludge disposal.
  - f. Performs routine preventive maintenance inspections.
  - g. Assists with complex preventive maintenance inspections and overhauls.
  - h. Assists with complex installs and repairs/rebuilds of equipment.
  - i. Performs minor repairs to transportation vehicles.
  - j. Performs routine preventive maintenance inspections and overhauls.
6. Responds to after hour call-ins for emergencies as needed.
7. Cross-trains to perform tasks outside of primary area of responsibility and assists with other maintenance tasks as assigned.
8. Participates in required training and educational programs and integrates learning into job role.

9. Completes specific job competencies for continued employment.
10. Performs additional duties as requested.
11. Meets and maintains scheduled attendance requirements.

Skills, Knowledge and Abilities Required:

1. Position requires current South Carolina Wastewater Treatment Operator Trainee Certification, Water Distribution Operator Trainee Certification, and Water Treatment Operator Trainee Certification.
2. Work requires ability to read, write and perform arithmetic calculations at a level normally acquired through completion of a high school education or equivalent. Trade school in a related field is preferred.
3. Work requires ability to perform tasks at a level as would normally be attained through a minimum of three years of progressive maintenance experience or through a combination of relevant education and work experience.
4. Work requires high degree of skill in using a variety of hand and power tools and shop equipment.
5. Work requires ability to learn and retain instructions for operating, repairing and maintaining equipment and tools. Work requires ability to maintain and complete simple records and forms.
6. Work requires ability to understand and carry out written and oral instructions.
7. 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.
8. Work requires interpersonal skills to effectively and tactfully communicate with others.
9. Work requires analytical skills and strong attention to detail.
10. Work requires valid driver's license. Work requires a safe driving record.

Physical Requirements:

1. Work 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. 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 work with various tools and equipment.
4. Work requires the ability to climb ladders and stairs on a daily basis and requires climbing while carrying up to 50 pounds with same frequency.

5. Work requires the ability bend, kneel, stoop, and maneuver in small spaces for up to 2 minutes at a time while performing various tasks.
6. Work requires the ability to stand for up to two hours at a time on a regular basis.
7. Work requires ability to work in confined spaces and wear a respirator.
8. Work requires ability to proofread and check documents for accuracy on an ongoing 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 a daily basis.
10. Work requires the ability to observe and interpret information from meters, instrumentation, gages and test instruments 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 the Operator of the assigned section.
2. May be assigned responsibility for leading the work of others for specific tasks and/or time periods.

Working Conditions:

1. Works in areas that may be uncomfortable due to temperature, noise, odors, dust and dirt.
2. Work requires exposure to extremes in temperature when working outdoors with scheduled plant and/or field maintenance.