

Sullivans Island Water & Sewer

Job Title: Chief Operator
Department: Water & Sewer
Division: Operations

FLSA Status: Nonexempt
Job Group: Supervisory

General Summary of Position:

Under general direction, supervises the overall Day to Day Operations of the Water Distribution and Treatment systems and Wastewater Collection and Treatment Systems; and performs related duties as required. Performs chemical, physical, and microbiological laboratory analyses for NPDES and process control for Water Treatment/Distribution and Wastewater Treatment/Collection Systems.

Principle Duties and Responsibilities:

1. Operates pumps, engines, blowers, heat exchanges, etc. according to established guidelines and procedures to meet discharge permit conditions.
2. Monitors gauges, meters and control panels 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 designated person according to established procedures.
6. Coordinates preventive maintenance functions as assigned to Operations.
7. Coordinates equipment shutdown for maintenance activities according to established guidelines.
8. Coordinates the activities of other operators. Oversees work performed by contractor's employees; ensures compliance with various personnel rules and regulations, and recommends and implements personnel actions.
9. Provides training and supervision of staff. Provides feedback to Manager regarding progress, additional training requirements, etc.
10. Responds to emergency situations and trouble shoots operational problems. Reports problems to Manager.
11. Cleans work areas assigned to Operations section according to established guidelines.
12. Assists in operating heavy equipment related to construction of water and sewer mains and according to established safety and procedural guidelines.
13. Collects samples for analysis from plant process units, water and sewer system.

14. Performs routine analysis of water, wastewater, biosolids, or industrial samples according to established guidelines and procedures.
15. Performs analysis of standard quality control solutions to ensure accuracy of results.
16. Calculates, records, and summarizes test results following established procedures. Interprets test results. Maintains and updates, as needed, Standard Operating Procedures (SOP).
17. Checks inventory levels periodically. Prepares purchase requisitions to maintain predetermined supply levels.
18. Inputs data and summary information into computerized records for analysis and record keeping purposes.
19. Maintains assigned work area, apparatus, and equipment according to established guidelines.
20. Participates in required training and educational programs and integrates learning into job role.
21. Performs additional duties as requested.
22. Meets and maintains scheduled attendance requirements.

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 high school education or equivalent. Training and education through an environmental training program is preferred.
2. Work requires a minimum of six years' experience in the water and wastewater field at a level of complexity comparable to SIWSD as determined by the Department Manager.
3. Work requires a valid South Carolina driver's license and safe driving record.
4. Work requires current Class B South Carolina Wastewater Treatment Operator Certification, Class B Water Distribution Operator Certification, and Class B Water Treatment Operator Certification.
5. Work requires thorough knowledge and ability of treatment processes and plant equipment utilized by the Town.
6. 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.
7. Work requires demonstrated experience and ability to operate heavy equipment related to water & wastewater construction.
8. Work requires ability to understand and carry out written and oral instructions.
9. 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.

10. Work requires interpersonal skills to effectively and tactfully communicate effectively.
11. 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 according to established guidelines.
12. 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.
13. Work requires a minimum of 12 months previous experience and/or training performing tests and analyses related to environmental chemistry or microbiology.
14. Work requires the ability to use and care for laboratory equipment and apparatus used in testing and analysis.
15. Work requires knowledge and ability to perform tests following prescribed procedures.
16. Work requires ability to make accurate observations and interpretations of laboratory test results.
17. Work requires ability to understand and carry out written and oral instructions.
18. Work requires analytical skills and strong attention to detail.

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 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 5 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 Manager.
2. Leads and/or coordinates the work of other operators.

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 traveling between locations and/or when assisting with scheduled plant maintenance.