

Sullivans Island Water & Sewer Department

Job Title: Wastewater Collection System Lead Operator FLSA Status: Nonexempt
Department: Water & Sewer Division: Operations

General Summary of Position:

Performs a variety of tasks related to the collection, processing and handling of water and wastewater to meet state and federal regulations under minimal supervision. Performs a variety of tasks related to proper operation, maintenance and record keeping of a gravity sewer collection system. Also performs construction and inspection activities related to the installation & repair of sewer collection and water distribution systems. Assists with wastewater treatment plant and water distribution maintenance and repair as needed.

Principle Duties and Responsibilities:

1. Operate and maintain a variety of wastewater related machinery and equipment in the routine and special maintenance, repair, and replacement of sewer lines, with a minimum of guidance and instruction and no direct supervision.
2. Demonstrate a high level of knowledge of wastewater related maintenance and construction methods and inventory
3. Monitors gauges, meters and control panels to ensure quality of processes.
4. Reviews daily log sheets and checklists to ensure established standards and procedures are being met.
5. Determines process requirements and needed adjustments based on instrument readings, laboratory results and process control tests to ensure compliance with discharge regulations.
6. Write brief reports and prepares sketches for future reference.
7. Is familiar with City codes, resolutions, policies, and follows required City safety practices.
8. Develop and coordinates preventive maintenance program functions and maintenance of records.
9. Coordinates equipment shutdown for maintenance activities with outside contractors.
10. Coordinates the activities of other operators in collaboration with the Chief Operator.
11. Responds to emergency situations and trouble shoots system problems. Reports problems to Supervisor and/or Manager.
12. Keeps all Lift stations and work areas clean according to established guidelines.
13. Operates heavy equipment (Backhoe, Skid Steer, Dump Truck, JetVac, CCTV, etc.) related to collection system.

14. Monitors Salinity in the collection system and documents results. Collects samples for analysis when necessary.
15. Develops, maintains and updates, as needed, Standard Operating Procedures (SOP) related to the collection system.
16. Monitors parts inventory levels related to the collection system. Prepares purchase requisitions according to established guidelines to maintain predetermined parts supply levels.
17. Inputs data and summary information into computerized records for analysis and record keeping purposes.
18. Maintains assigned work area, apparatus, and equipment.
19. Participates in required training and educational programs and integrates learning into job role.
20. Performs additional duties as requested.
21. 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. Position requires a minimum of four years experience in the water and wastewater field or a combination of education and experience equivalent to four years experience in plant or collections operations at a level of complexity comparable to SIWSD as determined by the Manager.
3. Position requires Class B South Carolina Wastewater Treatment Operator Certification. Class B Wastewater Collection System Certification preferred, Class C Water Distribution Operator Certification and Class D Water Treatment Operator Certification a plus.
4. Demonstrate knowledge of standard principles and operating practices of wastewater collection, City codes, resolutions, policies, and safety practices.
5. Position requires a demonstrated ability to operate heavy equipment related to the operation, maintenance and construction of a 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 the 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, tactfully and respectfully communicate with residence, councilmembers, outside contractors and co-workers.

9. 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.
10. Work requires ability to work efficiently and react quickly to changes in treatment process conditions, emergency situations and operational problems. Work requires good mechanical ability.
11. Work requires a valid South Carolina driver's license and safe driving record.
12. Work requires a minimum of 12 months previous experience and/or training operating sewer cleaning and CCTV equipment at a Wastewater Collection System.
13. Work requires the ability to use and care for all equipment and apparatus used in operating and maintaining water and wastewater systems.
14. Work requires knowledge and ability to perform tests following prescribed procedures.
15. Work requires ability to make accurate observations and interpretations.

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 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 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. Most of the day is spent outdoors and part of the day may be spent indoors 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.