



**JAMES ISLAND PUBLIC SERVICE DISTRICT
DEPARTMENT OF HUMAN RESOURCES**

POSITION DESCRIPTION

CLASS TITLE: WASTEWATER SURVEY TECHNICIAN II	CLASS CODE: 0310	
DEPARTMENT: Wastewater	PAY GRADE: 06	
REPORTS TO: Wastewater Maintenance & Operations Supervisor	FLSA: Non-Exempt	
SUPERVISES: Wastewater Survey Technician I	REVISED: 09/01/2010	
EEO-4:	EEO CENSUS:	JOB GROUP:

PURPOSE AND SCOPE:

Under the direct supervision of the Wastewater Maintenance Operations Supervisor, performs skilled data collection, televising, cleaning, and maintenance duties in assuring the continued operation of the wastewater collection and GIS system. Responsible for communicating and coordinating daily work tasks with the Maintenance Operations Supervisor.

This position is designated as **Key/On-Call** in the event that the District's Emergency Operation Plan is activated.

ESSENTIAL FUNCTIONS:

% Time (Total of Essential Functions Must Equal 100%)

- 30% Operates the inline sewer television system to conduct inspections of the JIPSD sewer collection system.
- 15% Responsible for identifying and suggesting repairs to the Maintenance and Operations Supervisor for the Wastewater infrastructure after viewing the film. Organizes, records, and documents the location of the repair needs in the computer.
- 10% Ensures that appropriate equipment is used at each worksite; ensures that all District safety regulations are followed, including requesting traffic control as needed.
- 10% Responsible for completing the work schedule from the Wastewater Maintenance & Operations Supervisor.
- 10% Uses a handheld computer to collect location data for GIS program. May download new information into the District's GIS program.
- 10% Make in-line pipe repairs.

- 05% Provides input with employee evaluations, coaching, discipline, and correction as needed.
- 05% Maintains a twenty-four hour on-call status for one week in rotation with other Wastewater Department employees.
- 05% Responsible for preparing various paperwork/reports, including the daily work log, relating to smoke testing, TV inspection of sewer lines, laterals, manholes, and work in documenting problem areas needing repair and/or replacement and other duties as needed.

100% = Total Essential Functions

MARGINAL FUNCTIONS:

- Maintains computer files related to tracking information and work hours.
- Updates and insures the accuracy of sewer as-builts.
- Maintains departmental vehicles and equipment.
- Enforces the District's Use and Rate Resolution.
- Performs other duties as required.

EQUIPMENT:

TV truck and equipment, Vacon, light duty truck, backhoe, dump truck, trailer, jack hammer, pumps, hand tools, back brace/support brooms, brushes, shovels, power blower, buckets, protective clothing, solvents, sewer cleaner, filters, hoses, hard-hat, safety glasses, chain saw, gas powered generator, air compressor, blueprints, gages, rubber boots and gloves, steel toe boots, ear plugs, barricades, radio transmitter, receiver and computer.

WORKING CONDITIONS:

Working outside most often; inside as required. Subject to wet and humid conditions, contact with water or other liquids and atmospheric conditions with moisture content sufficiently high to cause bodily discomfort. Subject to atmospheric conditions - one or more of the following conditions may affect the respiratory system or the skin; FUMES, ODORS, DUSTS, MISTS, GASES, or POOR VENTILATION.

HAZARDS:

Conditions or situations in which there is risk of danger to life, health, or bodily injury. Includes a variety of physical hazards and conditions, such as performing tasks in inclement weather, proximity to moving mechanical parts, electrical shock, gas line explosions, exposure to toxic chemicals and biological agents, combustible gases, insects and snakes.

PHYSICAL REQUIREMENTS:

Medium work: exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Seeing, near and far acuity, depth perception, field of vision, accommodation, color vision. Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, handling, fingering, feeling, talking, hearing, and smelling.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of standards, practices, and equipment of wastewater system maintenance.
- Knowledge of the safety hazards and proper precautions relating to wastewater system maintenance.
- Knowledge of the geography of the District.
- Skill in the use of computer hardware and software, including basic database and word processing programs.
- Ability to interpret sewer as-builts and gather tax information using the Internet.
- Ability to perform strenuous physical labor and to exert up to 50 pounds of force.
- Ability to communicate well both orally and in writing.
- Ability to work well with colleagues and the general public.
- Ability to work independently with only general guidance and to make routine decisions.
- Ability to operate equipment used in the maintenance and repair of sewer apparatus, such as a backhoe and high pressure water machine.

EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

- High School diploma or GED plus three (3) years experience in the construction, maintenance, and repair of wastewater systems. Experience in Internet functions, Windows, and word processing skills required.
- Must possess a valid South Carolina Drivers License.
- Should possess a South Carolina Wastewater Collection System Level D certification within one (1) year of appointment to this position. (Level B certification preferred.)

NOTES:

- The listing of the essential functions in this class specification is representative, not exhaustive. It is not necessarily a detailed description of all work responsibilities, and it does not give exclusive title to every function described.
- The indicated percentages of time are intended to be a meaningful representation but may vary.
- All employees entering into this position title on or after September 1, 2010 will be required to possess the position requirements as specified on this document.
- Job performance must conform to all District policies/procedures and Wastewater Department SOG's.

8/23/10- approved by Robert Wise.