



James Island Public Service District

Dedicated to Public Service Excellence

DEPARTMENT OF HUMAN RESOURCES

POSITION DESCRIPTION

CLASS TITLE: WASTEWATER CREW CHIEF	CLASS CODE: WW21
DEPARTMENT: Wastewater Services	PAY GRADE: 69
REPORTS TO: Assistant Director of Wastewater Services	FLSA: Non-Exempt
SUPERVISES: Lead VAC Truck Technician, Lead Wastewater Technician, Wastewater Technicians	REVISED: 06/19/2018

PURPOSE AND SCOPE:

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

This position is designated as Essential in the event JIPSD's Emergency Operation Plan is activated. This position is subject to being assigned "on-call" status as needed to accommodate the needs of JIPSD.

ESSENTIAL FUNCTIONS:

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

- 30% Supervisory duties also include instructing, planning, and assigning work, reviewing work, maintaining standards, coordinating activities to ensure essential functions are completed accurately and in a timely manner, appreciating, coaching, counseling, and disciplining. Makes recommendations to department head regarding hires and terminations as appropriate.
- 20% Operates the inline sewer television system to conduct inspections of the JIPSD sewer collection system. Responsible for identifying and suggesting repairs to the Assistant Director of Wastewater Services for the Wastewater infrastructure after viewing the film. Organizes, records, and documents the location of the repair needs in the computer.
- 20% Ensures that appropriate equipment is used at each worksite; ensures that all District safety regulations are followed, including requesting traffic control as needed. 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.
- 20% Responsible for completing the work schedule from the Assistant Director of Wastewater Services.
- 10% Maintains a twenty-four hour on-call status for one week in rotation with other Wastewater Services Department employees.

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, VAC Truck, 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 DEMANDS CATEGORY:

MEDIUM. Defined in the Dictionary of Occupational Titles as jobs requiring occasional lifting up to 50 lbs., frequent lifts up to 25 lbs., constant lifts up to 10 lbs., and a MET level of between 3.6 to 6.3.

PHYSICAL JOB DEMANDS:

	Not Required	Infrequent	Occasional	Frequent	Constant
		<i>Not on Daily basis</i>	<i>0-33% of shift, 1-100</i>	<i>33-66% of shift, 100-500</i>	<i>67-100% of shift, 500+</i>

			<i>repetitions</i>	<i>repetitions</i>	<i>repetitions</i>
Standing			X		
Walking			X		
Lifting			50#		
Carrying			20#		
Push/Pull			20#		
Climbing				X	
Balancing		X			
Bending			X		
Kneeling		X			
Crawling		X			
Reaching			X		
Handling				X	
Squatting		X			
Sitting			X		

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of standards, practices, and equipment of wastewater system maintenance.
- Ability to abide by and champion JIPSD's Code of Conduct/Behavioral Standards.
- Ability to effectively and compliantly supervise assigned associates.
- Knowledge of the safety hazards and proper precautions relating to wastewater system maintenance.
- Knowledge of the geography of JIPSD.
- 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.

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

- High School diploma or GED plus five (5) years experience in the construction, maintenance, and repair of wastewater systems, at least one (1) of which must have been in a team leader capacity. Experience in Internet functions, Windows, and word processing skills required.
- Must possess a valid South Carolina Drivers License. CDL Class B with Tanker Endorsement preferred but not required.
- Should possess the following certifications within one year of appointment to this position:
 - South Carolina Wastewater Collection System Level C certification (Level B certification preferred.)
- **Position incumbents must have successfully completed and possess all of the following specific certifications within eighteen (18) months of the above revised date – or within eighteen (18) months of appointment to this position title. Failure to do so will result in termination of employment:**


- NIMS 100PWb

- NIMS 700
- NIMS 800
- NIMS 200

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 associates entering into this position title on or after the Revised Date above will be required to possess the position requirements as specified on this document.
- Job performance must conform to all JIPSD policies/procedures and Wastewater Department SOG's.
- This is not a contract of employment and should not be relied upon as such.

MANAGEMENT REVIEW/APPROVAL SIGNATURES:

 Department Head Review	<u>JUN 25 2018</u> Date
 Human Resources Review	<u>6/25/18</u> Date
 ADMINISTRATOR'S APPROVAL	<u>6/25/18</u> DATE

I certify that I have received a copy of this Position Description:

Associate's Name – Please Print Legibly

Associate's Signature

Date

James Island Public Service District is an Equal Opportunity Employer and Provider, An At-Will Employer, and a Drug-Free Workplace. We Participate in E-Verify.