



James Island Public Service District

Dedicated to Public Service Excellence

DEPARTMENT OF HUMAN RESOURCES

POSITION DESCRIPTION

CLASS TITLE: ASSISTANT DIRECTOR OF WASTEWATER SERVICES	CLASS CODE: WW02
DEPARTMENT: Wastewater Services	PAY GRADE: 71
REPORTS TO: Director of Wastewater Services	FLSA: Exempt
SUPERVISES: Wastewater Crew Chief, Lead Pump Station Technician, Pump Station Technician, Vac Truck Technician, Wastewater Collection System Inspector/Locator, Electronic Control Specialist	REVISED: 03/23/2022

PURPOSE AND SCOPE:

Performing under the general direction of the Director of Wastewater Services, oversees, directs and coordinates the overall field operations of the wastewater collection system. This position does require weekend/evening hours as emergencies arise, and requires active participation in field operations and On Call rotations. 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%)

- 40% Oversees and develops preventative maintenance schedules for the wastewater collection system involving the line cleaning process, construction, line repair, televising and testing of the Wastewater system and daily maintenance and repair of all station pumps, SCADA system, PLCs programming and related electrical and mechanical systems, and auxiliary generators. Manages the P.M. system for tracking maintenance of wastewater equipment and components. Expected to be able to provide hands on direction to the Crew Chief and participate in rotation of “On-Call” status. Ability to give instruction and / or perform emergency repairs on valves, pump stations, and arteries of Wastewater collections system.
- 30% Assigns, evaluates and oversees all Wastewater daily work tasks and activities (employees & contractors), including but not limited to: repair and maintenance of pump station pumps/valves, cleaning, televising and smoke testing of lines, manholes, pump station wet wells, repairing sewer lines, installing systems taps to houses, disconnection and reconnection of sewer service to delinquent customers, and other construction projects. Assigns and ensures completion of daily work logs, project checklist and utilizations of all safety equipment (PPE) and completion of required safety training to Wastewater crews.
- 10% Acts as back-up for the Director of Wastewater Services in the Director’s absence. Responsible for preparing field operations portion of WW department budget. Ensures compliance with the budget. Oversees, purchases, and coordinates adequate supply inventory for scheduled work and emergencies for the proper, continuous operation of the Wastewater system. Maintains overall accountability for cleanliness of vehicles and equipment assigned to crews. Inspects worksites, vehicles, equipment, and stations for safety compliance.

10% In accordance with established JIPSD, HR, and other applicable policies, processes and guidelines, supervises and evaluates the performance of assigned subordinates. 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. Submits all HR- and payroll-related documents/processes in a timely manner.

10% Responds to and is integral in: activating JIPSD Emergency Operations Plan within Wastewater Services; prevention of pump station failure & response to pump alarms; coordinates emergency responses pertaining to opening/closing valves; and communicates knowledge of pump station operations, locations and capabilities. Responds to emergency situations and maintains a 24 hour on-call status. Responsible for oversight of the SCADA telemetry system.

100% = Total Essential Functions

MARGINAL FUNCTIONS:

- Provides technical assistance to colleagues as needed.
- Works On-Call rotation. Enforces JIPSD's Use and Rate Resolution
- Performs other duties as required.
- Work schedule is Wednesday through Saturday

EQUIPMENT:

Light duty truck, crane, backhoe, dump trailer, jack hammer, pumps, hand tools, brooms, brushes, shovels, power blower, traffic control devices, centrifugal pumps, power tools, ohmmeter, voltmeter, schematics, electrical diagrams, cable clamps, high velocity sewer line cleaner, 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, calculator, computer, printer, software, blueprints, public records, reference books, camera, schematics, diagrams, charts, contracts, directives, documents, forms, manuals, publications, reference books, schedules, specifications, radio transmitter and receiver, facility security systems, ESRI GIS & Work Order System, SCADA, .

WORKING CONDITIONS:

Working outside most often; inside as required. 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</i>	<i>0-33% of shift,</i>	<i>33-66% of</i>	<i>67-100% of</i>

		<i>basis</i>	<i>1-100 repetitions</i>	<i>shift, 100-500 repetitions</i>	<i>shift, 500+ 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:

- Advanced knowledge of safety practices & procedures, related to wastewater collection system operations, including, but not limited to operation and maintenance of wastewater pump stations, construction and proper handling of hazardous materials, and DHEC regulations
- Ability to abide by and champion JIPSD's Vision, Mission and Core Values
- Ability to prioritize, organize, and direct projects within timeline
- Ability to use initiative and independent judgment & to communicate effectively, both orally and in writing.
- Knowledge of pump station electrical and plumbing system operations and codes.
- Strong knowledge of Industrial and Commercial Wastewater Electrical Systems including the operation of both submersible, above ground pumps and SCADA
- Knowledge of management and supervisory methods and techniques.
- Knowledge of JIPSD geography, including the location of all pump stations.
- Skilled in the operation of computers and computer software, including tracking, planning, scheduling, word processing, and spreadsheet programs
- Ability to operate the Supervisory Control and Data Acquisition (SCADA) and GIS system
- Advanced knowledge & trouble shooting ability with the mechanical, hydraulic, electrical and electronic components of the wastewater systems
- Ability to understand and interpret water and wastewater blueprints and design plans
- Ability to develop, delegate, and supervise the activities of others, and implement work plans, services, policies, and procedures. Effectively represent JIPSD and its Wastewater Department
- Demonstrate team building, creative problem solving and Employee development skills
- Ability to establish effective working relationships with fellow Employee, other governmental officials, regulatory agencies, and the general public
- Ability to physically work in and around sewer pump stations with staff
- Knowledge of FOG (fats, oil & grease) process.

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

- Bachelor's Degree in a relevant field plus seven (7) years of experience in construction and/or wastewater, five (5) years of which must have been in a supervisory capacity; OR Employee's Degree in a relevant field plus eight (8) years of experience in construction and/or wastewater, five (5) years of which must have been in a supervisory capacity; OR any combination of education and experience to successfully perform all functions of the position.
- Must possess a valid South Carolina Drivers License.

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 may result in termination of employment:



- South Carolina Wastewater Collection System Level B Certification (within 2 years)
 - South Carolina Wastewater Collection System Level C Certification (within 1 year)
 - South Carolina Wastewater Collection System Level D Certification (within 6 months)
- (License reciprocity may be applicable)

- NIMS 100 - NIMS 700 - NIMS 800 - NIMS 200 NIMS 552 - NIMS 554
- NIMS 556 - NIMS 558 - NIMS 559 - NIMS 703
- South Carolina Wastewater Collection System Level B certification

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. Employees 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 SOGs. This is not a contract of employment and should not be relied upon as such.

MANAGEMENT REVIEW/APPROVAL SIGNATURES:

_____	_____
Department Head Review	Date
	<u>3/23/2022</u>
Human Resources Review	Date
	<u>3/23/2022</u>
DISTRICT MANAGER'S APPROVAL	DATE

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

Employee's Name – Please Print Legibly

Employee's Signature

Date