



James Island Public Service District

Dedicated to Public Service Excellence

DEPARTMENT OF HUMAN RESOURCES

POSITION DESCRIPTION

CLASS TITLE: <i>WASTEWATER TECHNICIAN</i>	CLASS CODE: <i>WW25</i>
DEPARTMENT: Wastewater Services	PAY GRADE: 62
REPORTS TO: Wastewater Crew Chief	FLSA: Non-Exempt
SUPERVISES: N/A	REVISED: 04/30/2018

PURPOSE AND SCOPE:

Under direct supervision of the Wastewater Crew Chief in conjunction with the Assistant Director of Wastewater Services, performs a variety of unskilled and semi-skilled construction and maintenance work on sewer lines and operates a variety of equipment. May be assigned to work under supervision of the Lead Wastewater Technician or Lead VAC Truck Technician, as daily needs dictate. Performs and executes all duties within established safety and other applicable regulations, guidelines and procedures.

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% Assists Lead Wastewater Technician, as assigned, in conducting connects and disconnects. Assists in the set-up of large bypass pumps for lift stations and repair work. Assists in the maintenance and repair of air relief valves and back water valves.
- 25% Maintains and repairs sewer services and installs valves and sewer services. Assists in making sewer taps and installing sewer service lines. Assists on the VAC Truck, as assigned. Performs routine maintenance on all tools, equipment, and vehicles (including VAC truck), used in the performance of duties.
- 25% Performs general duties relating to digging, drilling, installing, cleaning, erecting, and repairing sewer lines. Performs manual tasks that require the use of tools and equipment such as hand tools, power and pneumatic tools, pumps and related construction and maintenance tools. May operate specialized equipment such as pipe cutters, reamers, pumps, and as used in asphalt and concrete finishing.
- 05% Drive trucks of various sizes and weights in the loading, hauling, and unloading of various materials.
- 05% Responsible for assisting with various reports relating to smoke testing, TV inspection of sewer lines, laterals, manholes, and work relating to documenting problem areas needing repair and/or replacement. Uses a handheld computer to collect data for GIS work order program.

100% = Total Essential Functions

MARGINAL FUNCTIONS:

- Assists in updating and ensuring the accuracy of sewer blueprints and as-builts.
- Maintains computer files related to tracking information and work hours.
- Enforces JIPSD's Use and Rate Resolution.
- Performs other duties as required.

EQUIPMENT:

TV truck and equipment, VAC truck, light duty truck, dump truck, backhoe, jackhammer, mud hog, pumps, hand tools, back brace/support, brooms, brushes, shovels, power blower, scales, steam cleaner, buckets, protective clothing, detergents, solvents, sewer cleaner, filters, hoses, measuring containers, hard-hat, safety glasses, chain saw, gas powered generator, metal detectors, rubber boots and gloves, steel toe boots, ear plugs, barricades, radio transmitter and receiver, 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. Subject to noise and vibration- noise/vibration, either constant or intermittent.

HAZARDS:

Conditions or situations in which there are risks 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 explosion, working in areas where ground is unstable, exposure to toxic chemicals and biological agents, combustible gases, insects and snakes.

PHYSICAL DEMANDS CATEGORY:

HEAVY. Defined in the Dictionary of Occupational Titles as jobs requiring occasional lifting up to 100 lbs., frequently lifts up-to 50 lbs., constant lifts up-to 20 lbs., and a MET level of between 6.4 to 7.5.

PHYSICAL JOB DEMANDS:

	Not Required	Infrequent	Occasional	Frequent	Constant
		<i>Not on Daily basis</i>	<i>0-33% of shift, 1-100 repetitions</i>	<i>33-66% of shift, 100-500 repetitions</i>	<i>67-100% of shift, 500+ repetitions</i>
Standing				X	
Walking				X	
Lifting			100#		
Carrying			100#		
Push/Pull			100#		
Climbing				X	
Balancing			X		
Bending			X		
Kneeling			X		
Crawling		X			
Reaching			X		
Handling				X	
Squatting			X		
Sitting			X		

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the standards, practices, and equipment of wastewater system maintenance.
- Ability to abide by JIPSD's Code of Conduct/Behavioral Standards.
- Knowledge of the safety hazards and proper precautions relating to wastewater system maintenance.
- Knowledge of the geography of JIPSD.
- Ability to interpret sewer blueprints and tax maps.
- Ability to work well with colleagues and the public.
- Ability to follow work assignments without direct supervision.
- Ability to operate and maintain equipment used in the maintenance and repair of the sewer apparatus, such as a backhoe and a high-pressure water machine.
- Ability to operate basic lawn care tools.

MINIMUM EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS:

- High School Diploma or GED and two (2) years experience in the construction, maintenance, and repair of wastewater systems 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: SC Wastewater Collection System Level D Certification (Level C Certification Preferred)

Position incumbents must have successfully completed and possess all 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

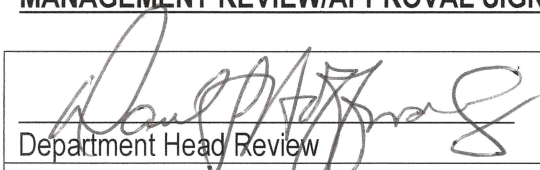
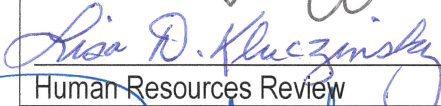
- NIMS 700

- NIMS 800

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

MANAGEMENT REVIEW/APPROVAL SIGNATURES:

 Department Head Review	<u>MAY 03 2018</u> Date
 Human Resources Review	<u>5/03/18</u> Date
 ADMINISTRATOR'S APPROVAL	<u>5/8/18</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.*