

# Town of Edisto Beach

## Utilities Operations Manager

DEPARTMENT	Utilities	JOB CLASSIFICATION	TBD
FLSA CLASSIFICATION	Non-Exempt	SUPERVISORY	Yes
REPORTS TO	Utilities Director	CIVIL SERVICE	No
STATUS	Full-time	EFFECTIVE DATE	November 12, 2009
SCHEDULE	Monday-Friday 8-4:30	SAT., SUN., HOLIDAYS	As Scheduled
OVERTIME	As Needed	PAY RANGE	TBD

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### GENERAL STATEMENT OF DUTIES

This position works directly under the guidance of the Utilities Director. This position is responsible for the proper day to day operations of the Water Treatment, Water Distribution, Wastewater Treatment and Wastewater Collections and Distribution Systems. This is a working or field managerial position and is responsible for performing both supervisory and operational components including a wide variety of duties associated with the operations, management, and administration, including but not limited to, the list of duties and responsibilities described below.

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### DUTIES, FUNCTIONS AND RESPONSIBILITIES

**Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.**

1. Assigns work orders and participates in the work of crews.
2. Ensures work is completed as instructed.
3. Guides crew members to ensure projects are completed safely and effectively.
4. Inspects work sites to ensure sites are free from obstructions and do not present any safety hazards.
5. Inspects all wells, lift stations, and wastewater treatment plant on a regular basis to ensure proper operation and maintenance.
6. Maintains work orders, utility locates, daily log, and equipment maintenance records.
7. Maintains parts and equipment inventories, schedules maintenance, orders parts as needed with approval of Utilities Director.
8. Ensures Utilities Department is maintaining compliance measures that meet or exceed SCDHEC standards as it pertains to the Town's permits for water and wastewater. Provides and conducts safety meetings for the Utilities and Public Works Departments.
9. Updates standard operating procedures as needed.
10. Must be available for on-call and emergency situations dealing with water, wastewater, manmade, and natural Disasters.
11. Performs duties in accordance with SCDHEC regulations, Town Ordinances, Town Policies, and Standard Operating Procedures.
12. Must be available for week-end and holiday duty as assigned or as needed.
13. Must be capable of operating various types of equipment utilized in the Utilities Department such as boring machines, trenchers, sewer jetters, sewer cameras, emergency by-pass pumps, etc.
14. Assists the Utilities Director as needed.
15. Must have a working knowledge of pumps, motors, electrical controllers, operational control panels.

16. Keeps the Utilities Director informed of problems related to equipment and personnel.
17. Must be able to perform quality control testing and calibrations of laboratory equipment to maintain laboratory certification through SCDHEC as required annually and re-certification every three years.
18. Must maintain training records for operators.
19. Must maintain continuing education credits for all licenses issued by S.C. Department of Labor, Licensing, and Regulation.
20. May have to work overtime during holiday periods, special events, during periods of inclement weather and during the preparations for a Tropical storm or Hurricane.
21. Available to be called in to work during emergency situations.
22. Maintains employee bi-weekly time sheets and leave slips.

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## **KNOWLEDGE, SKILLS AND ABILITIES**

**Must possess required knowledge, skills and abilities and experience to be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.**

1. General knowledge of Town of Edisto Beach policies and procedures.
2. Thorough knowledge of the geography of the Town and surrounding area.
3. Thorough knowledge of water and wastewater practices.
4. Thorough knowledge of mechanical repair and maintenance.
5. Knowledge of occupational hazards and standard safety practices.
6. Ability to complete assigned work within deadlines in accordance with directives, Town policy, standards and prescribed procedures
7. Ability to work independently and as part of a team.
8. Ability to make sound decisions within established guidelines.
9. Ability to analyze a complex issue and develop and implement an appropriate response.
10. Ability to follow written and oral directions and communicate clearly and concisely, both orally and in writing using the English language.
11. Ability to observe safety principles and work in a safe manner.
12. Ability to communicate with individuals and groups in a face-to-face one-on-one setting or by telephone.
13. Ability to maintain moral integrity.
14. Ability to meet the physical demands of the job.
15. Ability to cope with irate public in a calm, but firm manner.
16. Skill to operate an office computer and a variety of word processing and software applications.
17. Ability to independently plan, organize, and schedule work.
18. Ability to concentrate and pay close attention to details.
19. Ability to direct, organize, supervise, and evaluate the work of subordinate staff.
20. Ability to establish department goals, objectives and methods for evaluating achievement and performance levels.
21. Ability to identify unsafe conditions and take appropriate action to remedy situation.
22. Ability to work in all weather conditions.
23. Ability to establish and maintain cooperative relationships with fellow employees and the public.
24. Ability to safely operate departmental vehicles, equipment, tools, and other mechanical equipment.
25. Ability to perform heavy manual labor.
26. Ability to lift heavy objects and wear protective equipment.

27. Ability to utilize mathematical skills.
28. Ability to read, comprehend and understand Operator handbooks, manuals, and standard operating procedures, blueprints, shop drawings as well as “as-builts”.
29. Ability to deal with rapidly changing situations in the field.
30. Ability to read, understand and interpret utilities blueprints and schematics.
31. Ability to think quickly and act in emergency situations.
32. Ability to distinguish colors for proper lab testing procedures.
33. Ability to understand and comply with SCDHEC rules, regulations and requirements.
34. Ability to understand and comply with OSHA rules, regulations, and requirements.
35. Ability to lead, motivate, and maintain a high level of professionalism, ethical behavior, discipline, and morale in personnel.
36. Ability to respond to any situation related to the responsibilities of the job on a 24 hour day/7 day per week basis

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## **MINIMUM REQUIREMENTS**

### **MINIMUM EDUCATIONAL REQUIREMENTS:**

High school education and or GED. Associates Degree in business, public administration or engineering preferred.

### **MINIMUM EXPERIENCE REQUIREMENTS:**

Three (3) years experience in water and wastewater treatment. At least one year of experience must be at the supervisory or management level. Basic mechanical and electrical control experience preferred.

### **MINIMUM LICENSE REQUIREMENTS:**

Must possess a valid South Carolina Driver’s License or have the ability to secure a South Carolina Driver’s License upon employment.

Possession of a Class “C” Water Distribution and Biological Wastewater Treatment Operator License.

Local residency required.

- This is classified as a Safety Sensitive Position and requires a Pre-Employment Drug Test and random Drug Testing throughout employment with the Town.

### **SPECIAL REQUIREMENT:**

Must have home phone or cell phone at time of employment as employee is subject to stand-by and/or emergency call out.

Must be National Incident Management System compliant within one (1) year.

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## **PHYSICAL REQUIREMENTS**

- Physical ability to perform the tasks required of this classification.
- Constant standing, walking, bending, stooping, squatting, crawling, kneeling, twisting; climbing of ladders; reaching above, at, and below shoulder level; pushing, pulling, lifting, carrying up to 50 pounds.

- The employee must possess sufficient manual dexterity to operate the following; rakes, shovels, hoes, weed eaters, riding mowers, push mowers, tractors with attachments, blowers, chainsaws, brush clippers, hammers, wrenches, pliers, screwdrivers, etc.
- Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, night vision, and the ability to adjust focus.

**WORK ENVIRONMENT**

- Work is performed primarily in outdoor settings in all weather conditions, including temperature extremes during day and night. Individual is exposed to hazards associated with performing manual labor and operating heavy equipment including noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.
- The employee occasionally works near moving mechanical parts and is occasionally exposed to wet or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration.
- The noise level in the work environment is sometimes loud and constant from traffic and engineer noise.
- The job risks exposure to dangerous animals, working in or near traffic and natural and man-made disasters.

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**ESSENTIAL SAFETY FUNCTIONS**

Establishment and maintenance of a safe work environment is the shared responsibility of the Town and all employees. The Town expects employees to do everything within their control to assure a safe environment and compliance with federal, state and local safety regulations. Employees are expected to obey safety rules and to exercise caution in all their work activities. Failure to utilize required safety equipment or standard safety precautions is considered a serious offense and should result in prompt disciplinary action. Employees are asked to immediately report any unsafe condition to their supervisor. All employees are expected to correct unsafe conditions as promptly as possible.

Basic safety standards are outlined in the Occupational Safety and Health Act. These standards set and define criteria for evaluating the safety of a working place, including an automobile or truck if that is where an employee normally performs work.

All accidents that result in injury are to be reported to the appropriate supervisor, regardless of how insignificant the injury may appear. Reports are to be submitted within twenty-four (24) hours of the incident or by the next available business day.

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**Acknowledgments**

I have reviewed this job analysis and its attachments and find it to be a fair description of the demands of the job.

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Employee’s Name Print

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Signature

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Date

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Town's Authorized Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Note:** *By signing this document I am agreeing to the statements contained in this job description. These statements reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.*