



OPERATIONS ASSOCIATE

GENERAL PURPOSE:

Performs a variety of semi-skilled and skilled maintenance work, and operates a variety of equipment in the construction, operation, repair, maintenance, and replacement of water district facilities and systems; Operates power-driven machines, equipped with movable shovel, to excavate dirt, rock, sand, and other materials; operates pumping equipment to distribute processed water to residential, commercial, and industrial establishments; assembles, installs, and maintains pipe systems and pipe supports.

SUPERVISION RECEIVED:

Works under the general supervision of the Operations Manager or Construction Manager.

DUTIES AND RESPONSIBILITIES:

Determines the locations of gas, telephone, power, television, water and sewer lines from the appropriate sources prior to excavation.

Responds to complaints regarding water leaks, pressure loss or no water; evaluates situation, explains findings to supervisor.

Contacts residents and business owners in the area where services will be discontinued and explains when services will be shut off and how soon they will be turned back on.

Ensures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.

Performs routine inspections and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor, cleans equipment.

Operates light and medium-sized construction and power equipment such as mechanized broom, loader, backhoe, trencher, bush hog, boring machine, forklift, mud-hog pump, tamp, asphalt packer and dump truck.

Performs all duties in conformance to appropriate safety and security standards.

Performs required labor involved in construction and maintenance projects as part of a crew, including pavement cutting, ditch digging, manhole and line cleaning, main and pipe repair, laying and backfilling.

Cuts, fits, lays, repairs, taps, cleans and flushes water mains, pipe, gates and fittings on repair of mains and services and installation of services, fire hydrants and drinking fountains; assists in shutting off broken sections of water mains.

Pushes levers and depresses pedals to move machine, to lower and push shovel into material, and to lift, swing, and dump contents of shovel into truck or stockpile.

Turns valves, pulls levers, and flips switches to operate and control turbines or motor-driven pumps that transfer processed water to consumer establishments.

Reads flow meters and gauges to regulate equipment according to water consumption and demand.

Inspects equipment to detect malfunctions, such as pump leaks or worn bearings. Repairs and lubricates equipment, using hand tools.

Records data, such as utilization of equipment, power consumption, and water output in log. Operates trucks of various sizes and weights in the loading, hauling and unloading of various equipment, materials, and supplies.

Operates jackhammers, mowers and other small equipment and tools to maintain utility systems. Works with and assists crew in digging ditches, hoisting material, tools, equipment, and any related work with a backhoe.

Selects type and size of pipe, and related materials and equipment, according to specifications. Inspects worksite to determine presence of obstructions and to ensure that work performed will not cause structural weaknesses.

Plans installation or repair to avoid obstructions and to avoid interfering with activities of other workers.

Cuts pipe, using saws, pipe cutter, hammer and chisel, and pipe cutting equipment.

Threads pipe, using pipe-threading machine.

Assembles and installs a variety of metal and non-metal pipes, tubes, and fittings, including iron, steel, copper, and plastic.

Connects pipes, using threaded, slip joint, mechanical, and grip type fittings and hand tools. Secures pipe to structure with brackets, clamps, and hangers, using hand tools and power tools. Assembles and installs meters, back flow devices and gate valves.

Makes taps on main lines. Installs, repairs, and maintains fire hydrants. Installs, repairs, and maintains valves.

Increase pressure in pipe systems to test systems for leaks.

Assigned on-call duties on a regular basis, which include working at night or on holidays to repair water lines dealing with similar emergencies.

Other Duties:

May test water for chlorine content to determine potability of water.

May be required to clean shop area, break room, or trucks.

May read meters.

May act as maintenance/construction crew leader in their absence.

May perform landscaping as required

Performs other related duties as required.

MINIMUM QUALIFICATIONS:

Requires a high school diploma or GED equivalent.

Two (2) years of experience relating to utility construction, maintenance, or repair, or any equivalent combination of education and experience.

TRAINING AND EXPERIENCE:

Considerable knowledge of equipment, facilities, materials, methods and procedures used in water system maintenance, construction and repair activities; Skill in operation of some of the listed tools and equipment; Ability to perform heavy manual tasks for extended periods of time; Ability to work safely; Ability to communicate effectively verbally and in writing; Ability to establish and maintain effective working relationships with employees, other departments and the public; Ability to understand and carry out written and oral instructions.

License, Certifications and Registrations:

Possession of a valid South Carolina Driver's license or ability to obtain one; Must have a South Carolina CDL Driver's License or ability to obtain one; Must have Class D Water Distribution License or ability to obtain one.

Tools and Equipment Used:

Skid Steer Loader, Pocket Colorimeter, Generator, Buckets, Cables, Chains, Holding Fixtures, Hooks, Pallets, Work Orders, Diesel and Electric motors and engines, Hydraulic Pumps, Power Wrench, Air Compressors, SCADA Telemetry Systems, Transducers, Charts,

Couplings, Flow Meters, Manuals, Operations and Repair, Pressure Gauges, Valves, Back Hoe, Dump Truck, Pickup Truck, Utility Truck, Tamper, Saws, Pumps, Compressors, Sanders, Common Hand and Power Tools, Shovels, Wrenches, Detection devices, Mobile Radio, Phone, Tractor with Bush hog, Boring Machine, Portable Pumps, Fork Lift, Trencher, Tapping Machine, Threading Machine, Clamps, Fixtures, etc.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Job Duties:

The employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk, sit, climb or balance, stoop, kneel, crouch, or crawl, and smell. Must be able to frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.

Specific Vision Abilities:

Includes close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside-weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually loud.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.