



## **JOB DESCRIPTION**

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**Job Title:** Wastewater Lift Stations Operator I

**Department:** Wastewater Department

**Reports To:** Wastewater Lift Stations Supervisor

**FLSA Classification:** Full time, Non-exempt

**Revision Date:** September 2024

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### **I. Position Summary:**

The Wastewater Lift Stations Operator I is responsible for assisting in any and all activities related to the safe and proper operation and maintenance of the Greer CPW Wastewater Lift Stations network to ensure that customers are served by a safe and reliable wastewater system.

### **II. Position Responsibilities: Essential**

- Understand and observe all safety rules and regulations, fully support the Safety Program, and always ensure job site safety.
- Work from data and information supplied by maps, work orders, and the Wastewater Lift Stations Supervisor.
- Operate and maintain various motors, pumps, check valves, generators, grinders, and all associated parts throughout the service area.
- Ensure proper function of motor control centers, programmable logic controllers, and variable frequency drives throughout the service area.
- Load and unload equipment, obtain necessary tools, and perform general maintenance of various equipment. Exercise care in operation to avoid undue damage to property. Guard against excessive work or costs due to damage.
- Detect and report any unusual conditions, defective equipment, or operations to supervisor.
- Work a rotating standby schedule to include holidays and weekends.
- Work emergency situations as required.
- Wear necessary protective equipment and exercise extreme safety in tool, equipment, and vehicle operations.
- Correctly and effectively use multimeters and other electrical instrumentation equipment during troubleshooting activities.
- Inspect wiring for electrical devices, including switches, receptacles, panels, fuse boxes and controls.
- Read and understand blueprints, technical drawings, and wiring schematics to aid in troubleshooting activities.
- Monitor telemetry software to detect acute or developing operations issues.
- Perform inspections and repairs on telemetry systems when necessary.
- Make recommendations concerning present and future equipment needs.
- Remove and unclog pumps to return to service.

**THIS DOCUMENT DOES NOT CREATE AN EXPRESSED OR IMPLIED CONTRACT OF EMPLOYMENT OR ALTER YOUR AT-WILL EMPLOYMENT.**

**III. Position Responsibilities: Other**

- Ensure all data for assigned inspections and works orders are entered into Cityworks software (daily and weekly) and ensure all information is accurate.
- Offer respectful, well-thought-out suggestions and feedback to leadership regarding Wastewater Department optimization and performance.
- Other duties as assigned by leadership.

**IV. Essential Skills and Experience:**

- High School Diploma or equivalent required.
- Trainee or Levels D or C Wastewater Collections System Operator license.
- Ensure all licenses are maintained with required CEUs and training.
- Complete CPR and first aid courses and keep certificate current.
- Valid South Carolina Driver's License required.
- Must have knowledge and understanding of appropriate safety procedures and be able to respond to emergency situations.
- Ability to operate excavation and heavy equipment.
- Ability to read and write.
- Basic mathematic skills.
- Ability to distinguish colors.
- Ability to work in extreme weather conditions for extended periods of time.
- Ability to tolerate changes in outside temperature from winter to summer and tolerate dust, pollen, wind and rain.
- Ability to walk on uneven or steep ground.
- Ability to perform occasional heavy lifting and pushing/pulling with or without reasonable accommodations.
- Demonstrated customer service skills.
- Professional demeanor and good communication skills with the ability to work well with others in a fast-paced environment.
- Demonstrates strong organizational skills (record keeping, time management, follow up, etc.).
- Strong verbal and written communication skills.
- Excellent attention to detail and sense of urgency, ability to prioritize with an emphasis on quality and accuracy of work.
- Strong interpersonal and customer service skills required.
- Ability to multi-task, prioritize and deal with interruptions while meeting timely deadlines.
- Responsible for maintaining required continuing education for certifications.

**V. Beneficial Skills and Experience:**

- Previous applicable Wastewater or other utility experience.

**VI. Mental and Physical Demands (per ADA guidelines):**

**Physical Demands Lift/Carry**

- Stand - F (Frequently)
- Walk - C (Constantly)
- Sit - O (Occasionally)
- Handling / Fingering - C (Constantly)
- Reach Outward - C (Constantly)
- Reach Above Shoulder - C (Constantly)
- Climb - F (Frequently)
- Crawl - F (Frequently)
- Squat or Kneel - F (Frequently)
- Bend - F (Frequently)
- Driving – F (Frequently)

**Lifting**

- 10 lbs or less - C (Constantly)
- 11-20 lbs - C (Constantly)
- 21-50 lbs - F (Frequently)
- 51-100 lbs - F (Frequently)
- Over 100 lbs - O (Occasionally)

**Push/Pull**

- 12 lbs or less - C (Constantly)
- 13-25 lbs - C (Constantly)
- 26-40 lbs - F (Frequently)
- 41-100 lbs - O (Occasionally)

**N (Not Applicable)** Activity is not applicable to this occupation.

**O (Occasionally)** Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

**F (Frequently)** Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

**C (Constantly)** Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

*The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment nor does it alter your at-will employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.*

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Print Employee Name

Employee Signature

Date Signed

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Print Manager/Supervisor Name

Manager/Supervisor Signature

Date Signed