**Job Description- Water System Operator**

**Reports To:** Chief Water Distribution Operator  
**Date Revised:** December 2016  
**FLSA Classification:** Full Time, Non-Exempt  
**Department:** Water Distribution

LCWSC is an Equal Opportunity Employer.

**Position Summary**

This position is responsible for daily operations of water distribution mains, tanks, pump stations, and all associated appurtenances.

**Position Responsibilities- Essential**

- Complete all types of work orders within time constraints to include, but not limited to:
  - Perform service requests (complaints) as needed
  - Perform flushing program as directed
  - Perform periodic maintenance checks on Tanks, Pump Stations, and Control Valves etc.
  - Perform Flushing for complaints as necessary
  - Diagnose pressure problems
  - Perform Hydrant Maintenance
  - Check for possible leaks
- Ability to work some assignments to crew, as needed.
- Willingness and ability to work on call, as needed.
- Complete all required documentation timely and accurately.
- Track and schedule vehicle maintenance and cleaning as required.
- Maintain and properly store LCWSC tools and equipment.
- Stock truck for daily work assignments.
- Troubleshoot and perform standard functions of associated equipment.
- Properly use PPE, traffic cones and safety signs as required for each job site.
- Safely operate tools, equipment and vehicles.
- Observe all safety rules and regulations of the Commission.
- Perform general housekeeping duties.
- Work in adverse weather conditions.
- Pass Level D Water Distribution test within the first year of employment
- Pass Level C Water Distribution test within the second year of employment

**Position Responsibilities- Non-Essential/Other**

- Other duties as assigned.

**Essential Skills and Experience**

- Valid SC driver’s license.
- High school diploma or GED.
- Ability to walk at least ¼ mile daily.
**Job Description - Water System Operator**

- Ability to stand for extended periods of time.
- Ability to sit for extended periods of time.
- Ability to drive for extended periods of time.
- Ability to work in adverse weather conditions.
- General knowledge of computers.
- Demonstrated problem solving skills.
- Ability to read and write.
- Strong verbal and written communication skills.
- Ability to communicate in a calm, orderly, non-threatening manner.
- Ability to interact positively with the general public.
- Ability to work with a team to resolve issues.
- Positive, professional and team oriented personality and appearance.
- Ability to adapt quickly and easily to changes.
- Stable work history.
- Professional demeanor with the ability to work well with others in a fast-paced environment.
- Demonstrated strong organizational skills (record keeping, time management, follow up, etc.).
- 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.
- Regular and sustained attendance.

### Beneficial Skills and Experience

- Computer skills (Microsoft word, excel, etc.....)
- Mechanical Skills (Rebuild pumps, valves, hydrants etc.)
- Electrical Skills and troubleshooting.

### Mental & Physical Demands - ADA Guidelines

<table>
<thead>
<tr>
<th>Physical Demands</th>
<th>Constantly</th>
<th>Frequently</th>
<th>Occasionally</th>
<th>N/A</th>
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</thead>
<tbody>
<tr>
<td>Stand</td>
<td>✗</td>
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<td></td>
<td></td>
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<tr>
<td>Walk</td>
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<tr>
<td>Sit</td>
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<td>✗</td>
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<tr>
<td>Handling</td>
<td>✗</td>
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<td></td>
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<tr>
<td>Reach Outward</td>
<td>✗</td>
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<tr>
<td>Reach Above Shoulder</td>
<td></td>
<td>✗</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Climb</td>
<td></td>
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<tr>
<td>Crawl</td>
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<td>✗</td>
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<tr>
<td>Squat or Kneel</td>
<td>✗</td>
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<tr>
<td>Bend</td>
<td>✗</td>
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*This is not a contract. No information in this document will alter the At Will Employment Relationship.*
## Job Description - Water System Operator

### Lifting Requirements

<table>
<thead>
<tr>
<th>Weight Range</th>
<th>Constantly</th>
<th>Frequently</th>
<th>Occasionally</th>
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<tbody>
<tr>
<td>10 pounds or less</td>
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<tr>
<td>11 to 20 pounds</td>
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<td>21 to 50 pounds</td>
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<tr>
<td>51 to 100 pounds</td>
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<tr>
<td>&gt; than 100 pounds</td>
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</tbody>
</table>

### Pushing and Pulling Requirements

<table>
<thead>
<tr>
<th>Weight Range</th>
<th>Constantly</th>
<th>Frequently</th>
<th>Occasionally</th>
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</thead>
<tbody>
<tr>
<td>12 pounds or less</td>
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<td>13 to 25 pounds</td>
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<td>26 to 40 pounds</td>
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<td>41 to 100 pounds</td>
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<td>&gt; than 100 pounds</td>
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### Definitions

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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<tbody>
<tr>
<td>N/A</td>
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<tr>
<td>O</td>
<td>Occasionally</td>
</tr>
<tr>
<td>F</td>
<td>Frequently</td>
</tr>
<tr>
<td>C</td>
<td>Constantly</td>
</tr>
</tbody>
</table>

Activity is not applicable to this occupation

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

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

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.

Print Employee Name   Employee Signature    Date Signed

Print Manager/Supervisor Name   Manager/Supervisor Signature    Date Signed

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