

Reports To: Construction Manager FLSA Classification: Full Time, Non-Exempt

Date Revised: November 2017 Department: Water

LCWSC is an Equal Opportunity Employer.

Position Summary

- This position is responsible for daily operation and maintenance of the water distribution system. Complete all types of work within time constraints to include, but not limited to:
 - o Repair of mains and service leaks
 - Install new taps
 - o Install new valves, blow offs, and fire hydrants

Position Responsibilities- Essential

- 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 operate small equipment (chainsaw, weed eater, etc.).
- Properly use PPE, traffic cones and safety signs as required for each job site.
- Confined Space Entry
- Safely operate tools, equipment and vehicles.
- Observe all safety rules and regulations of the Commission.
- Perform general housekeeping duties.
- Obtain class A CDL license within six months of employment.
- Train and take on-call duties in rotation with other operators and staff.
- · Work overtime as needed

Position Responsibilities- Non-Essential/Other

Other duties as assigned.

Essential Skills and Experience

- Valid SC CDL Class A.
- · High school diploma or GED.
- Ability to walk at least ¼ mile daily.
- 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.

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- 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 (Change oil, lube equipment etc....)
- General Troubleshooting skills

Mental & Physical Demands- ADA Guidelines											
Physical Demands											
Stand	Constantly	Frequently	Occasionally N/A								
Walk	Constantly	Frequently	Occasionally N/A								
Sit	Constantly		Occasionally N/A								
Handling		Frequently	Occasionally N/A								
Reach Outward	Constantly	Frequently	Occasionally N/A								
Reach Above Shoulder	Constantly	Frequently	Occasionally N/A								
Climb	Constantly	Frequently	Occasionally N/A								
Crawl	Constantly	Frequently	Occasionally N/A								
Squat or Kneel		Frequently	Occasionally N/A								
Bend		Frequently	Occasionally N/A								
Lifting Requirements											
10 pounds or less	Constantly	Frequently	Occasionally N/A								
11 to 20 pounds		Frequently	Occasionally N/A								
21 to 50 pounds	Constantly	Frequently	Occasionally N/A								
51 to 100 pounds	Constantly	Frequently	Occasionally N/A								
> than 100 pounds	Constantly	Frequently	Occasionally N/A								

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Pushing and Pulling Requirements												
12 pounds or less			Constantly		Frequently		Occasionally] N/A			
13 to 25 pounds			Constantly		Frequently		Occasionally] N/A			
26 to 40 pounds			Constantly		Frequently		Occasionally] N/A			
41 to 100 pounds			Constantly	\times	Frequently		Occasionally] N/A			
> than 100 pounds		Constantly		Frequently	\times	Occasionally] N/A				
Definitions												
N/A	Not Applicable	Activity is not applicable to this occupation										
0	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)										
С	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.												
Print Employee Name			Employee S	Employee Signature			Date Signed					
Print Manager/Supervisor Name		Manager/S	Manager/Supervisor Signature			Date Signed						

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