

**Job Title: Water Treatment Facility Operator Trainee**

**Location: Lake Greenwood Water Treatment Facility**

**LCWSC is an Equal Opportunity Employer.**

**Position Summary:**

Join our team as a Water Treatment Facility Operator Trainee, and play a critical role in operating and maintaining the Lake Greenwood Water Treatment Facility. Ensure the efficient production of high-quality, potable water for public use, while adhering to all relevant policies, standards, and regulations.

**Key Responsibilities:**

- Obtain certification as a Class A Water Treatment Plant Operator
- Regular inspection and preventive maintenance of plant equipment and systems.
- Monitoring of plant operations via SCADA systems and on-site inspections, adjusting feed and flow levels and chemical doses as needed.
- Conducting laboratory tests on water samples to ensure water quality goals.
- Managing and documenting operational data and reports, maintaining compliance with DES and other regulations.
- General plant maintenance, including cleaning and custodial tasks.
- Engaging in continuous learning about industry trends and participating in all safety training and meetings.

**Essential Skills & Experience:**

- Valid SC driver's license and high school diploma or GED.
- Proficiency in basic computer operations, with strong verbal and written communication skills.
- Demonstrated problem-solving skills and ability to work effectively both independently and as part of a team.

**Additional Qualifications:**

- Knowledge of basic water chemistry, mechanical skills, and general troubleshooting.

**Benefits:**

- Competitive salary and benefits package.
- Opportunities for professional development and training.
- Dynamic and supportive work environment.

Interested candidates should apply with a resume and cover letter detailing their qualifications and experience relative to the position requirements. Ensure your application illustrates your capabilities in water treatment operations and your commitment to public health and safety.

**Apply Today!**

Join us in providing essential services to our community through your expertise in water treatment. Ensure safe, clean, and reliable water service to all our users. Fill out an [APPLICATION](#) today.



## Job Description – Water Treatment Facility Operator

**Reports To:** Water Treatment Chief Operator  
**Date Revised:** August 2024  
**Department:** Water Treatment

LCWSC is an Equal Opportunity Employer.

### Position Summary

The purpose of this classification is the operation and maintenance of the Lake Greenwood Water Treatment Facility, ensuring the efficient production of quality, potable water for public use; and to ensure compliance with all applicable policies, standards, and regulations and efficient, cost effective manner.

### Position Responsibilities- Essential

- Obtain the knowledge and experience to obtain and advance in certification as a Water Treatment Plant Operator.
- Inspects plant equipment and systems for proper and safe working condition on a prescribed schedule.
- Performs routine preventive maintenance, adjustments, cleaning and painting of equipment; performs minor corrective maintenance on plant mechanical equipment as needed.
- Monitors the status of plant operations and distribution system by use of SCADA and on-site inspections, including flows, pressures, chemical feeds, levels and water quality; calculates and implements correct feed and flow levels and chemical doses.
- Collects representative water samples and performs laboratory tests for all necessary testing to include: Ozone, turbidity, chlorine residual, fluoride, alkalinity, hardness, temperature, microbiological, and pH.
- Prepares plant records; reviews paperwork completed by others for completeness and accuracy.
- Receives, reviews, analyze, prioritize, prepares and/or submits various records and reports including graphs, operating manuals, laboratory reports, DHEC reports, inventory reports, maintenance reports, check lists, technical records and reports, logs, daily plant reports, memos, correspondence, etc.
- Operates and maintains assigned water filtration and treatment plant, performing all duties in accordance with all applicable policies, procedures, safety rules, laws and regulations, including state and federal water quality standards and regulations.
- Starts, stops, and operates machinery, equipment and systems necessary for the proper functioning of the plant.
- Conducts hourly walk-throughs of plant to ensure proper operating condition of equipment and systems.
- Receives, unloads, mixes, dispenses and monitors the levels of chemicals used in the treatment process.

## **Job Description – Water Treatment Facility Operator**

- Monitors the status of plant operations, including flows, pressures, chemical feeds, levels and water quality; makes adjustments as necessary. Maintains all related charts and records.
- Collects representative water samples and performs chemical and microbiological tests as required.
- Performs general plant maintenance and custodial work as needed.
- Participates in the maintenance of positive customer relations.
- Maintains knowledge of current relevant issues and industry trends.
- Attends and participates in all safety trainings/meetings.

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

- Participates in plant custodial / general maintenance work.
- Other duties as assigned.

### **Essential Skills and Experience**

- Valid SC driver's license.
- High school diploma or GED.
- Ability to walk at least 1 mile daily.
- Ability to stand for extended periods of time.
- Ability to sit 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 positively interact with fellow staff.
- Ability to work with a team to resolve issues.
- Ability to work independently.
- Ability to self direct where appropriate while keeping strict deadlines where appropriate
- Positive, professional, and team-oriented personality and appearance.
- Ability to adapt quickly and easily to changes.
- Committed to doing tasks the approved method, even when there is no direct supervision.
- 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.).

## Job Description – Water Treatment Facility Operator

- 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.
- Ability to work differing shifts.

### Beneficial Skills and Experience

- Computer skills (Microsoft word, excel, etc.....)
- Highly skilled in basic water chemistry laboratory procedures (chlorine, turbidity, pH, etc.)
- Mechanical skills (Change oil, lube equipment etc....)
- General Troubleshooting skills
- General knowledge of Programmable Logic Controllers

### Mental & Physical Demands- ADA Guidelines

#### Physical Demands

Stand	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Walk	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Sit	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Handling	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Reach Outward	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Reach Above Shoulder	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Climb	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Crawl	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Squat or Kneel	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Bend	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A



## Job Description – Water Treatment Facility Operator

Lifting Requirements				
10 pounds or less	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
11 to 20 pounds	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
21 to 50 pounds	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
51 to 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
> than 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Pushing and Pulling Requirements				
12 pounds or less	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
13 to 25 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
26 to 40 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
41 to 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
> than 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Definitions				
<b>N/A</b>	<b>Not Applicable</b>	Activity is not applicable to this occupation		
<b>O</b>	<b>Occasionally</b>	Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)		
<b>F</b>	<b>Frequently</b>	Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)		
<b>C</b>	<b>Constantly</b>	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 \_\_\_\_\_