Job Description - Water Distribution Operator

Reports To:	**Lead Water Distribution Operator**	**FLSA Classification:**	**Full Time, Non-Exempt**
Date Revised:	**November 2026**	**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. 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, Control Valves, etc.
- Perform Flushing for complaints as necessary
- Perform system sampling and monitoring
- Diagnose pressure problems
- Perform Hydrant and Valve Maintenance
- Check for possible leaks

Position Responsibilities- Essential

- Ability to work some assignments with other crews, as needed.
- Willingness and ability to work on call.
- 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 Personal Protective Equipment (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 LCWSC.
- Perform general housekeeping duties.
- Enter data into associated spreadsheets and/or programs.
- 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.

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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 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…..)
- Water Distribution systems

Mental & Physical Demands- ADA Guidelines				
Physical Demands				
Stand	☐ Constantly	☒ Frequently	☐ Occasionally	☐ N/A
Walk	☐ Constantly	☒ Frequently	☐ Occasionally	☐ N/A
Sit	☐ Constantly	☒ Frequently	☐ Occasionally	☐ N/A
Handling	☒ Constantly	☐ 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

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Squat or Kneel	☐ Constantly	☒ Frequently	☐ Occasionally	☐ N/A
Bend	☐ Constantly	☒ Frequently	☐ Occasionally	☐ N/A
Lifting Requirements				
10 pounds or less	☐ Constantly	☒ Frequently	☐ Occasionally	☐ N/A
11 to 20 pounds	☐ Constantly	☒ 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
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	☐ Frequently	☒ Occasionally	☐ N/A
> than 100 pounds	☐ Constantly	☐ Frequently	☒ Occasionally	☐ N/A

Definitions

N/A	**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.

Print Employee Name | Employee Signature | Date Signed

Print Manager/Supervisor Name | Manager/Supervisor Signature | Date Signed

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