

Job Description – Water Treatment Facility Operator Trainee

Reports To: Water Production Manager
Date Revised: October 2025
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	☐ 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
Squat or Kneel	☐ Constantly	☐ Frequently	☒ Occasionally	☐ N/A
Bend	☐ Constantly	☐ Frequently	☒ Occasionally	☐ N/A

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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
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Print Manager/Supervisor Name	Manager/Supervisor Signature	Date Signed
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