



## **County of Calhoun**

### **Job Description**

**Job Title:** Water and Wastewater Operator  
**Department:** 3800 – Water and Wastewater  
**Reports To:** Public Works Director  
**FLSA Status:** Non-Exempt  
**Prepared Date:** 1/23/13  
**Approved By:** F. Lee Prickett  
**Approved Date:** 1/23/13

#### **Summary**

To perform duties needed to operate the Water Treatment Department in a manner that is in accordance with all SCDHEC and EPA regulations. Other duties may be assigned related to this type of work as necessary.

#### **Essential Duties and Responsibilities**

The duties outlined below represent the majority of responsibilities required to execute this position. Other duties may be assigned related to this type of work as necessary.

- Responds promptly to calls for water and sewer system repair service.
- Constructs, installs maintains and test water, sewer, service lines, fire hydrants, mains and associated appurtenances; completes water and sewer taps and service connections.
- Plugs and unplugs, and washes sewer lines as needed.
- Locates and marks sewer lines and taps.
- Installs, maintains and repair pump stations.
- Performs daily chlorine and pH testing as well as mixes chemicals for water treatment.
- Record keeping of testing and other water system documentation.
- Supervises contractor operations, construction, and related activities.
- Inspects equipment for proper and safe working condition; cleans and maintains assigned vehicles and equipment.
- Receives and responds to inquiries, complaints and requests for assistance from customers and the general public regarding areas of responsibility.

#### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Education and/or Experience**

High school diploma or general education degree (GED); or one to three years related experience and/or training; or equivalent combination of education and experience. Needs to have at least a class "D" Water Treatment License or able to obtain one.

### **Language Skills**

Ability to read a limited number of two- and three-syllable words and to recognize similarities and differences between words and between series of numbers. Ability to print and speak simple sentences.

### **Reasoning Ability**

Ability to apply common sense understanding to carry out simple one- or two-step instructions. Ability to deal with standardized situations with only occasional or no variables.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly exposed to moving mechanical parts and outside weather conditions. The employee is frequently exposed to vibration. The noise level in the work environment is usually loud.

**This job description does not constitute an employment agreement between the County and the employee and is subject to change by the County as its needs and requirements of the job change.**