

Berkeley County Government

JOB OPENING – EXTERNAL POSTING

CHIEF OPERATOR (PS101688)

DEPARTMENT: TREATMENT PLANT

JOB SUMMARY/ESSENTIAL FUNCTIONS: This position is responsible for supervising and scheduling operations personnel in such a manner as to achieve the effective and efficient operations of the water and wastewater facilities. This requires the entry and exit of manholes and other confined spaces, and the ability to operate motors, pumps, valves and other specific equipment associated with the treatment process. Ensure the overall safe, efficient and effective operation of the treatment plant. Supervise plant operations personnel including schedule and assign work priorities. Coordinate shift schedules with the Director. Update and maintain logs and records. Receive customer complaints and coordinate services/repairs with various crews. Write legible and descriptive reports on duties performed. Order, receive, monitor and mixes chemicals that require forklift certification and load HTH chlorine drums into the back of a standard pickup truck. Perform routine maintenance and cleaning tasks with a variety of hand tools for equipment, buildings and grounds. Maintain, calibrate and operate testing equipment. Collect samples and maintains proper documentation as required by DHEC. Record flow, rainfall, and other data changing charts as required by DHEC. Perform visual and auditory inspections of plant equipment and maintains appropriate logs. Perform other duties as assigned.

QUALIFICATIONS:

High school graduate or equivalent and six (6) years' work experience in wastewater treatment; minimum of three (3) years' supervisory experience required.

Must have a valid Class "A" Biological Wastewater Treatment Plant Operator Certification, and are required to maintain current certification as a condition of continued employment.

Must have and maintain a valid South Carolina driver's license with a safe driving record.

Must be proficient with computer programs that include Microsoft Word, Excel, PowerPoint, EAM and Email.

Must be familiar with and understand process mathematical calculation methods and mapping systems, and have some knowledge of PC computers to interpret alarm systems.

Must have a strong mechanical aptitude and be able to follow written and oral instruction with minimum supervision.

Must be able write legible and descriptive reports on duties performed.

Departmental testing may be administered during interview.

A criminal background check will be completed on selected applicant if a current one (less than 3 years old) is not on file.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; walk; and use hands to handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk and hear. The employee must frequently lift and/or move up to sixty (60) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. 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.

SAFETY INFORMATION/DUTIES:

This is a safety sensitive position and subject to random drug and alcohol testing. All employees holding such jobs or requesting promotion or transfer to such jobs are subject to drug testing. Attends all required safety training, follows safety policies and procedures and uses appropriate PPE (Personal Protective Equipment) for assigned tasks and ensures that subordinate staff meets these same safety requirements which may include taking corrective action.

HOURS OF WORK/MISCELLANEOUS INFORMATION:

This position is classified as non-exempt and reports directly to the Pump and Plant Director. Thirty-seven and one half (37.5) hours per week. Normal operating hours are Monday through Friday 7:00 a.m. until 3:00 p.m., with the ability to work flexible hours when necessary. Scheduled hours/days, job location, duties and any other information contained herein is subject to change. May be required to work extra hours and to perform extra or different duties during emergency situations.

If you are interested in applying for a position with Berkeley County Government, you will need to set up a personal account and apply online, click on "Applicant Online" from our website www.berkeleycountysc.gov and follow the prompts. For questions, contact Human Resources at 843-719-4163. Computers are available in the Berkeley County Administration Building and the libraries to apply online.

Chief Operator – Grade: 120

Entry Base Level Bi-Weekly Pay Range: \$1732.58 - \$1992.46

Date of Posting: 03/02/2018
Closing Date: Subject to close at any time.

BERKELEY COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.

All employees of Berkeley County Government are employed on an "at-will" basis which means that the employee may discontinue the employment relationship at any time, with or without notice or cause, and that Berkeley County Government may discontinue the employment relationship on the same grounds.

APPLICATIONS WILL NOT BE ACCEPTED FOLLOWING THE CLOSING DATE.