



TOWN OF HOLLY HILL

WILLIAM R. JOHNSON
MAYOR

PAM HYMAN
CLERK AND TREASURER

8423 Old State Road - Suite 1
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COUNCILPERSONS
CYNTHIA FULLER
DAVID BARBER
GEORGE SUMMERSON, JR.
LEANNE TROUTMAN

Plant Operator-in-Training

Under general supervision and training, the new employee will be performing responsible technical work in the operation and maintenance of equipment at the treatment facilities. This work will involve assisting in maintaining the water and wastewater treatment facility in accordance with SCDHEC permits.

To include, but not limited to:

Uses various laboratory equipment to measure pH, dissolved oxygen, chlorine, and temperature.

Collects and properly labels samples from various areas in treatment process for laboratory testing and analysis.

Receives truck shipments of various chemicals and operational supplies.

Calibrates laboratory equipment.

Performs maintenance to repair equipment.

Completes equipment preventive maintenance.

Performs general housekeeping activities to include maintain the property grounds.

Performs accurate pre-trip inspection on vehicles.

Reviews various records and reports. Also, verbal communication, sample results, telecommunications, and operational data sheets.

Prepares and/or generates various records and reports such as shift log books, daily reports, and service requests.

Operates a variety of vehicles, equipment, and machinery after training. Such as, trucks, tractors, backhoe, lawn mower, trimmers, computer, and other various equipment.

Uses a variety of tools such as pH meter, hand tools, power tools, DO meter, etc.; a variety of supplies such as cleaning supplies, latex gloves, process chemicals, fuels and general office supplies.

Interacts and communicates with various groups and individuals such as management, utility customers, other county employees, sales people, etc...

MINIMUM TRAINING AND EXPERIENCE

Requires a high school diploma or equivalent with any combination of training and experience, which provides the required skills, knowledge and abilities. Computer experience required.

SPECIAL REQUIREMENTS

Required to apply for and receive Trainee Certificate within 90 days of employment. Must obtain an entry level Water and Wastewater Treatment Operator's License within 12 months of employment. Must have and maintain valid South Carolina motor vehicle license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of mobile equipment. Proficient in water-wastewater treatment equipment and laboratory equipment including pH meters, pumps, computers, calculators, water pumps, etc. Must be able to exert up to 40 pounds of force occasionally.

Physical demand requirements: must be able to walk, stand, bend, reach, kneel, crawl, crouch, carry, balance, climb, lift and stoop.

Job Type: Full-time

Salary: based on individual skills and experience.

Required education:

- High school or equivalent

Desired experience:

- Water and/or Waste Water Treatment:
- Plant Operator:

Required license or certification:

- SC Driver's License

Resume can be mailed, dropped off, or emailed to the address below

**Town of Holly Hill-DPU
8423 Old State Road
Holly Hill, SC 29059**

hhwaterworks@embarqmail.com

JOB DESCRIPTION –WATER/WASTEWATER OPERATOR

QUALIFICATIONS:

1. High School graduate or GED
2. Must successfully pass SC Environmental Distribution and Biological "D" certifications within one year of employment.
3. above average communication skills
4. Able to read and interpret basic blueprints
5. Current valid Driver's License
6. Must be able to operate Microsoft Word and Excel office programs

PHYSICAL REQUIREMENTS:

1. Must be physically able to operate different types of heavy equipment including various trucks, mowers, sprayers, street sweepers, etc. Must be physically able to exert up to 50 pounds of force occasionally and/or frequently to lift, carry, push, pull, or otherwise move objects. Work involves walking, standing, reaching, crouching, bending, and climbing for varying periods of time.

ESSENTIAL TASKS:

1. Monitors and performs all daily plant operations
2. Inspects equipment and processes to determine efficiency of operations, maintenance requirements and cleanliness.
3. Pulls pumps and motors to repair or replace
4. Collects daily samples from wastewater polishing cell and drinking water well. Performs necessary Calibrations to meters for testing and analysis of samples. Records daily results in respective Bench Sheets.
5. Cleans and clears bar screen
6. Lubricates equipment, pumps and equipment
7. Performs routine grounds and building maintenance work as required; cleans and maintains Vehicles and equipment.

8. Starts up, shuts down, regulates and adjusts motors, pumps, valves and other apparatus to meet changing conditions.
9. Operates trucks, back hoes, front end loaders, tractors, mowers, trimmers, weed eaters and Various other equipment and vehicles. Operates hand and power tools.
10. Performs all work in adherence to Department policies and procedures, and all other Applicable laws, regulations, and standards of quality and safety.
11. Attends meetings, training, seminars, etc. as appropriate to enhance job knowledge and skills.
12. Serves on call 24 hours per day to ensure uninterrupted service for customers.
13. Ensure that required tasks are completed in a timely manner. Make appropriate adjustments to work assignments to accommodate any contingencies.
14. Performs other duties as required.
15. Adheres to all established safety and housekeeping standards.
16. Must be able to effectively take charge in the absence of the Lead man or supervisor.

EXPERIENCE REQUIREMENTS:

Requires 1 years related job experience

SPECIAL CERTIFICATIONS AND LICENSES:

Applicant_must submit and obtain Training Permits for Distribution and Biological Environmental Certifications from LLR. Yearly certification required for asbestos.