

The City of Cayce Utilities Department currently has the following position available:

OPERATOR TRAINEE (Distribution and Collection Field Crew Operator)

\$12.54 - \$14.79/hour DOE

Utility Department

The City of Cayce currently has a position available as an Operator Trainee. Under general supervision performs tasks involved in the operation and maintenance of the City's water and sewer systems. Tasks include installing/constructing and repairing/maintaining water and sewer lines and taps. Operates a variety of tools and equipment including dump trucks, pipe cutters, hand tools, etc.

Preferred requirements include a high school diploma or equivalent with 1-3 years mechanical/laboring experience in a municipal water and sewer utility environment. **Must live within a 15-mile radius of the Utility compound on Old Dunbar Road. Will be required to obtain a Water Distribution license certification within 2 years.** CDL, Class A, tanker endorsement, helpful.

Excellent benefits package that includes State Retirement and paid health insurance. Applications are available on the city website: www.cityofcayce-sc.gov. **A valid SC Driver's License with a good driving record is required. Must provide DMV report at first interview. Application required.** EOE

**CITY OF CAYCE
CLASS DESCRIPTION
2000**

**CLASS TITLE: OPERATOR TRAINEE
(Distribution and Collection Field Crew Operator)**

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to perform tasks involved in the installation, operation and maintenance of the water and wastewater systems. The class is responsible for assisting with the installation of water and sewage lines and providing maintenance and repairs to them as needed, as well as perform various assignments which involve the use of specialized tools and equipment. The class works according to set procedures under the direct supervision of the Crew Leader I or II.

ESSENTIAL TASKS

The tasks listed below are those that represent the majority of the time spent working in this class. Management may assign additional tasks related to the type of work of the class as necessary.

Assists in locating and identifying infiltration points and sewer defects to determine extent of sewer line damage.

Operates equipment and tools required for water and sewer line repairs/maintenance; replaces water valves; prepares sealing compound based on type of sealing activity necessary to seal defects; seals defects for prevention of water infiltration.

Operates respirators and gas detectors.

Organizes equipment, tools and materials for specific jobs.

Assists in constructing new water/sewer lines.

Assists in performing sewer line inspections; may assist in operating camera equipment.

Performs operation of equipment and tools using appropriate safety guidelines and procedures.

Communicates with customers informing them of needed repairs.

Completes vehicle inspection and maintenance forms.

Prepares work orders for materials and projects; prepares incident reports.

Repairs fire hydrants as needed.

Performs general up-keep of the Compound and surrounding grounds as required.

Repairs road surfaces as required including performing asphalt work, repairing/rebuilding concrete sidewalks, repairing curbing and guttering, etc.

Digs holes and trenches and locates service or utility lines.

CLASS TITLE: CREW MEMBER I

May perform duties and responsibilities as necessary on an on-call basis after the normal shift has ended.

Performs general preventative maintenance on equipment/trucks such as checking fluid levels, tire pressure, etc.; ensures trucks and equipment are kept clean and in proper operating condition.

INVOLVEMENT WITH DATA, PEOPLE AND THINGS

DATA INVOLVEMENT:

Requires comparing or inspecting items against a standard.

PEOPLE INVOLVEMENT:

Requires following instructions and orders of supervisor.

INVOLVEMENT WITH THINGS:

Requires handling or using machines, tools or equipment requiring moderate instruction and experience such as trucks, air compressors, sewer machines, jack hammers, backhoes, pipe saws and wrenches, tamps, asphalt roller and other equipment and tools required for water and sewer line repairs/maintenance.

COGNITIVE REQUIREMENTS

REASONING REQUIREMENTS:

Requires performing semi-routine work with occasional problems.

MATHEMATICAL REQUIREMENTS:

Requires performing basic addition and subtraction such as measuring.

LANGUAGE REQUIREMENTS:

Requires reading simple sentences, instructions, or work orders; writing simple sentences and completing simple job forms; speaking simple sentences using basic grammar.

MENTAL REQUIREMENTS:

Requires performing technical tasks prescribed by standard practices but which may require computation, the use of several procedures, and the use of independent judgments with obvious choices; requires normal attention for accurate results.

VOCATIONAL/EDUCATIONAL AND EXPERIENCE PREPARATION

VOCATIONAL/EDUCATIONAL PREPARATION:

Requires high school or GED or specialized vocational training.

SPECIAL CERTIFICATIONS AND LICENSES:

CLASS TITLE: CREW MEMBER I

Valid South Carolina Driver's License

EXPERIENCE REQUIREMENTS:

Requires over six months construction and/or laborer experience or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

AMERICANS WITH DISABILITIES ACT REQUIREMENTS

PHYSICAL AND DEXTERITY REQUIREMENTS:

Requires heavy work that involves constantly lifting, shoveling, and carrying and involves exerting between 35 to 50 pounds of force on a regular and recurring basis and exerting 100 pounds of force on a frequent basis.

ENVIRONMENTAL HAZARDS:

The job may risk exposure to bright/dim light, dusts and pollen, extreme heat and/or cold, wet or humid conditions, extreme noise levels, animals/wildlife, vibration, fumes and/or noxious odors, traffic, moving machinery, electrical shock, disease/pathogens, toxic/caustic chemicals and confined space entry.

SENSORY REQUIREMENTS:

The job requires normal visual acuity, field of vision, hearing, speaking, color perception, sense of smell, depth perception and texture perception.

JUDGMENTS AND DECISIONS

JUDGMENTS AND DECISIONS:

Requires very few decisions, affecting only the individual; works in a very stable environment with clear and uncomplicated written/oral instructions.

ADA COMPLIANCE

The City of Cayce is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

SOUTH CAROLINA RETIREMENT SYSTEMS

Belongs to the South Carolina Retirement System.