CITY OF INMAN, SOUTH CAROLINA
JOB DESCRIPTION

JOB TITLE: WASTEWATER PLANT OPERATOR
SEWER DEPARTMENT

City of Inman

Located in the foothills of Upstate South Carolina, Inman is a growing community with small town charm. The city is conveniently situated at the intersection of Interstates 26 and 85, putting us within a short drive of the Charlotte, Asheville, Greenville, Columbia, and Atlanta metro regions. The city is just a 10-minute drive from downtown Spartanburg, with all its cultural, dining, and entertainment amenities.

The city offers a high quality of life with walkable, attractive neighborhoods. The growth that's occurring across the Upstate is making its way to Inman, with construction anticipated to start in several large subdivisions that have recently been annexed into the city. Also, the Saluda Grade Tail, a 31-mile rail-to-trails project is slated to begin in late 2027.

Inman's historic downtown is an asset with great potential—even more so now that a major streetscape renovations project has been completed in the central business district. The city holds over a dozen special events throughout the year, including the annual Harvest Day that attracts thousands of people from across the region.

Spartanburg District 1 schools serve the city with an elementary school, intermediate and junior high schools, and a high school. District 1 is known across the state for its high academic achievement and standards.

To learn more about the City of Inman, visit our website:

www.cityofinman.org or www.mainstreetinman.com

City Governance & Staff

The city functions under the council form of government, where the City Council exercises collective responsibility for the governance of the city. The City Council delegates day-to-day management of the city to the City Administrator, who serves as the chief administrative officer.

The City Administrator is appointed by and reports to the 5-member City Council, which is comprised of the Mayor and 4 Councilmembers. The Mayor and City Councilmembers are elected to staggered 4-year terms with the next election taking place in November 2027.

Inman is a full-service city with a police department, fire department, and a wastewater treatment plant. The city also has a streets maintenance department and municipal court. The total city budget is $8.5 million. General fund operations comprise $6.25 million of the total budget, with the wastewater treatment enterprise fund totaling $2.75 million. Several special revenue funds make up the remainder.

GENERAL STATEMENT OF JOB

Responsible for the operation and maintenance of the wastewater treatment facilities. Reports to the Sewer Superintendent.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

- Operates wastewater treatment facilities, including belt press, to control flow and processing of wastewater, sludge, and effluent
- Performs routine well checks and records all information on SCDES well sheets, work orders, logs, etc.
- Observes variations in operating conditions and interprets meter and gauge readings

- Investigates customer wastewater issues
- Collects samples and performs routine laboratory tests and analysis and completes required paperwork
- Conducts sampling for, BOD, TSS, and ammonia
- Operates, calibrates, transports, and performs basic equipment maintenance
- Performs operational checks on treatment plants and records information on operating records and logs.
- Performs basic electrical functions including resetting and / or restarting equipment, testing, and changing fuses.
- Replaces chlorine / sulfur dioxide cylinders
- Processes computer work orders
- Performs all duties in conformance to appropriate safety and security standards

ADDITIONAL JOB FUNCTIONS

- Performs routine maintenance and custodial duties
- Performs general cleaning and painting
- Assists SCDES with sample collection
- Responds to after-hours emergencies when needed
- Works all shifts and occasional overtime when necessary
- May perform portions of the work of higher classified positions, occasionally, as assigned.
- Serves on various employee or other committees, as assigned
- Performs related duties as assigned

MINIMUM TRAINING AND EXPERIENCE

- High School diploma or equivalent required.
- Class "C" (or higher) South Carolina Biological Wastewater license preferred.
- Must have a valid South Carolina driver's license and have, or obtain with in six months, Commercial Drivers License.
- CPR/First Aid Certified preferred

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of tools and equipment. Must be physically able to exert up to fifty pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Position involves walking, reaching, bending, crouching, reclining, stooping, and balancing and is in excess of sedentary work. Must be able to lift and/or carry weights of up to one hundred pounds.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional,

structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes the receiving of information and instructions from supervisor. Includes giving assignments and/or directions to subordinates or assistants.

Language Ability: Requires the ability to read a variety of narrative and statistical reports, correspondence, invoices, etc. Requires the ability to prepare correspondence, reports, narrative and statistical reports, studies, graphs, charts, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including engineering, chemical, and biological terminology.

Numerical Aptitude: Requires the ability to utilize complex mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; understand and apply the theories of algebra, geometry and logarithmic functions.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape. Motor Coordination: Requires the ability to coordinate hands and eyes accurately in using water treatment equipment and office machinery.

Manual Dexterity: Requires the ability to handle, grasp, lift and move a variety of items such as water treatment equipment and office machinery. Must have eye/hand/foot coordination to drive a vehicle.

Color Discrimination and Visual Acuity: Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing work under some stress and when confronted with emergency situations. Must be adaptable to working in all kinds of weather conditions.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.)

PERFORMANCE INDICATORS

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interface with all City departments and divisions, co-workers and customers, and the general public.

Quantity of Work: Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards, and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human, and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant, and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

Relationships with Others: Shares knowledge with managers, supervisors, and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal

schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.
Safety and Housekeeping: Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

Planning: Plans, coordinates and uses information effectively to enhance activities and production. Knows and understands expectations regarding such activities and works to ensure such expectations are met. Develops and formulates ways, means and timing to achieve established goals and objectives. Effectively and efficiently organizes, arranges and allocates manpower, financial and other designated resources to achieve such goals and objectives.

Organizing: Efficiently organizes own work and that of subordinate staff. Ensures that personnel understand what results are expected of them, and that each is regularly and appropriately informed of all matters affecting or of concern to them.

Leading: Provides a work environment, which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to personnel under charge concerning their performance. Commends and rewards personnel under charge for outstanding performance, and takes timely and appropriate disciplinary action as necessary. Exercises enthusiasm in influencing and guiding others toward achievement of established goals and objectives.

Controlling: Provides a work environment, which is orderly and controlled. Coordinates, audits, and controls manpower and financial resources efficiently and effectively. Coordinates, audits, and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of established standards, methods and procedures.

Delegating: Assigns duties as necessary and/or appropriate to meet goals, enhance abilities of personnel under charge, build their confidence and assist them in personal growth. Has confidence in personnel under charge to meet new or additional expectations.

Decision Making: Exercises discretion and judgment in developing and implementing courses of action affecting functions under charge. Recognizes when a particular policy, procedure or strategy does not foster the desired result, and moves decisively and explicitly to develop and implement alternatives.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of functions under charge. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change that supports achievement of goals and objectives.

Human Relations: Strives to develop and maintain excellent rapport with personnel under charge. Listens to and considers their suggestions and complaints and responds appropriately. Establishes a work environment to promote and maintain mutual respect.

Policy Implementation: Has a clear and comprehensive understanding of policies regarding functions under charge and the function of the organization. Adheres to policies in the discharge of duties and responsibilities and ensures the same from personnel under charge.

Policy Formulation: Maintains awareness of changes in operating philosophies and policies, and routinely reviews policies to ensure any changes in philosophy or practice are appropriately incorporated into functions under charge. Recognizes and understands the relationship between operating policies and practices and morale and performance. Strives to ensure that established policies enhance same.

Position Hours:
Full time, 40 hours a week. Has rotating obligation one weekend a month.

Salary Info:

Range is $55,000-$70,000

Benefits:

- Participation in the SC local government employee retirement system.
- Take home vehicle
- Health, vision, and dental insurance benefits provided through the SC Public Employee Benefit Authority.
- ***Health insurance for employee is covered by the City***
- Life insurance and short-term disability benefits.
- The city will provide professional educational opportunities.
- Eleven paid holidays over the course of a year
- Healthy Living and Childcare incentives available (Paid quarterly)

How to apply:

Applications can be found online at www.cityofinman.org/employment.php

Deadline:

Until Filled

The City of Inman is an Equal Opportunity Employer. All job offers are contingent upon successful completion of a drug screen and various background investigations which may include criminal history, driving record, credit report, employment history, education verification and personal references.