Position Title: Engineering Co-op  
Location: Hobson (North Charleston)  
Salary Range: $16.00/hr – $18.00/hr (DOE)  
Grade: 100  
Department: Water Distribution/ Wastewater Collection/Environmental Resources  
Status: Established Position, Full-time  
Hours: 7:00 am - 3:30 pm  
Salary Range: $16.00/hr – $18.00/hr (DOE)  
Grade: 100  
Department: Water Distribution/ Wastewater Collection/Environmental Resources  
Status: Established Position, Full-time  
Hours: 7:00 am - 3:30 pm  

RESUMES ACCEPTED THROUGH THE CLEMSON COOPERATIVE EDUCATION PROGRAM. WE ARE AN EQUAL OPPORTUNITY EMPLOYER. ALL QUESTIONS CAN BE SENT TO BROWNJK@CHARLESTONCPW.COM

Position Summary:
Under direct supervision of the assigned Engineer, assist in the planning, design and preparation of technical studies and reports for plant processes.

Essential Functions:
- Under direct supervision of the Plant Engineer, assist in the planning, design and preparation of technical studies and reports for plant processes. May conduct inspections for the construction of various process improvements to the treatment plant.
- Provide input into the development of conceptual process designs for the improved treatment of wastewater.
- Under direct supervision optimizes existing unit treatment processes.
- Prepares project design, drawings, construction documents, material orders, and change orders as required for each project.
- Evaluates equipment for application at the plant.
- Provides technical assistance to operators and maintenance personnel as required.
- May review shop drawings and construction material samples.
- Assists in the administration of projects under contract as required.
- May participate in long-range capital planning for the plants.
- Evaluates existing processes to improve performance, identify problems, or extend equipment life.
- Provides suggestions to plant and company management on methods to improve efficiency, reduce cost, and improve plant performance, operation and maintenance.
- Works with limited supervision and a high degree of independence to complete assigned tasks and duties.
- Regular attendance is required.
- Job performance must conform to all CWS policies and procedures.
- Specific knowledge of CWS Environmental Management System Policy and Procedures.

Additional Duties
- Performs other related duties as assigned.

Physical Requirements, Activities, and Working Conditions
- Ability to operate and maintain motor vehicles.
- Routinely ascend/descend ladders, stairs and ramps as high as thirteen (13) stories at Plum Island and three (3) stories at Hanahan. Ability to work at elevated height levels as needed to perform various task.
- Ability to make visual observations of repairs, construction, equipment installation and field work in progress to ensure compliance.
- Ability to convey detailed instructions to associates and contractors accurately, loudly, and quickly.
- Ability to move about extensively for long distances over an extensive plant site with varied topography and features.
- Must be able to work at heights over 100 feet.
- Ability to lift and/or transport up to 50 lbs. Objects greater than 50 lbs requires a two-person operation.
- Frequently positions self to move, traverse to perform required work.
- Frequent Sedentary work with extended sitting required.
- Occasional exposure to loud machinery. Hearing Protection Required.
- Constantly works in internal / external environmental conditions. Subject to atmospheric conditions of one or more of the following that affect the respiratory system or skin: Fumes (paint), odors, dusts, gases, etc. Personnel Protective Equipment Required.
- Ability to issue, receive and understand complex oral and written instructions.
- Ability to observe and comprehend computer screens.
- Must be able to wear Personnel Protective Equipment (PPE) as defined in the Job Safety Analysis (JSA) to perform the required essential functions.

Education and/or Experience
- High School Diploma

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• Currently enrolled in college, working on a BS Degree in Engineering (Environmental, Mechanical, Civil). Currently either in 3rd (Junior) or 4th (Senior) year of studies
• Prior work record indicating dependability and conscientiousness.

Licenses, Certifications, Registrations
• Valid South Carolina Driver's License required.

Training Needs:
• OSHA and Departmental safety training as required.
• Skills Based Training.
• Standard Operating Instruction (SOI) per department requirements.
• ISO 14001 standards for department and company.
• See Department Competency and Training Matrix for this position.

Potential Career Path:
ELIGIBILITY FOR PROMOTION TO VARIOUS POSITIONS THROUGHOUT THE COMMISSION DEPENDS UPON INDIVIDUAL QUALIFICATIONS, AND NOTED JOB PROGRESSIONS ARE NO GUARANTEE OF CAREER PATH TO THESE OR ANY OTHER JOB(S) AT THE COMMISSION.

Does not apply to Temporary Positions.

Computer Skills: Basic
To perform this job successfully, an individual should have a basic knowledge of Microsoft Windows, Outlook, Excel and Word or similar software, i.e. Mainframe System Program, CMMS, other specialized software.

Mathematical Skills: Intermediate
Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations. Ability to calculate figures such as discounts, interest, area, circumference and percentages with or without a calculator.

Supervisory Responsibilities: None
This job has no supervisory responsibilities.

Decision-making Authority: Routine (Non-Exempt)
Follows routine procedures and makes minor decisions within prescribed guidelines. Refers non-routine issues to management.

Reasoning Ability: Intermediate
Ability to apply common sense understanding to carry out general written or oral instructions where only limited standardization exists. Ability to interpret a variety of general instructions furnished in written, oral, diagram or schedule form.

Language Skills: Intermediate
Ability to comprehend general instructions. Ability to read and understand safety manuals, operating and maintenance instructions and procedure manuals. Ability to write routine reports and business correspondence. Ability to effectively present information in small group situations with coworkers and the general public. Ability to respond to common inquiries or complaints from the general public.

Safety Sensitive Position: Yes
This position falls under our Substance Abuse Policy and is subject to: post-accident, reason suspicion, random, periodic, and pre-employment alcohol/controlled substance testing. For additional information about safety sensitive drug testing, see CWS Substance Abuse Policy and Procedures.

Environmental Sensitive Position: Yes
Charleston Water System is an ISO 14001 Certified company promotes activities which support environmental protection, prevention of pollution, positive impacts on human health, and continual improvement to work processes and the environment. The carrying out of the job requirements as herein described present the potential to significantly impact the environment. Therefore, specific knowledge and application of CWS Environmental Management System (EMS) policies, procedures and instructions are needed to carry out the job requirements.

NOTE: THE COMMISSION RESERVES THE RIGHT TO MODIFY, INTERPRET, OR APPLY THIS JOB DESCRIPTION IN ANY WAY THE CWS DESIRES. THIS JOB DESCRIPTION IN NO WAY IMPLIES THAT THESE ARE THE ONLY DUTIES, INCLUDING ESSENTIAL DUTIES, TO BE PERFORMED BY THE EMPLOYEE OCCUPYING THIS POSITION. THIS JOB DESCRIPTION IS NOT AN EMPLOYMENT CONTRACT, IMPLIED OR OTHERWISE. THE EMPLOYMENT RELATIONSHIP REMAINS "AT WILL" THE AFOREMENTIONED JOB REQUIREMENTS MAY BE CHANGED BY THE COMMISSION TO COMPLY WITH APPLICABLE FEDERAL OR STATE LAW.