



# Greenwood County, SC

## Job Description

FLSA: Non-Exempt	Exemption: N/A (Unique and specific examples may alter this designation. Affected employees will be notified by their supervisors).
Class Title: Lake Specialist II	Department: Lake Management
Pay Grade: 109	Revised: 7/1/15

### **General Description**

The purpose of this class within the organization is to keep the Lake Greenwood waterway clear of logs and debris to prevent damage to hydro-electric and earthen dam. Maintains lake for protection of hydro-electric, dam, and public.

This class works under general supervision independently developing work methods and sequences.

### **Duties and Responsibilities**

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

### **Essential Functions:**

Pulls logs and debris from lake for the protection of the hydro-electric station and the earthen dam.

Cuts grass and sprays herbicide in rock areas to maintain the earthen dam and fuse plug; cleans the switchbacks and both sides of the river in accordance with FERC requirements.

Inspects County owned areas in order to keep recreation areas clean of trash and debris.

Inventories usage of County recreation areas for reporting requirements.

Installs signs and cables to protect boaters from getting too close to the hydro-electric station.

Surveys for aquatic weeds hydrilla, najas, primrose, alligator weed and algae to prevent invasive weeds.

Attends meetings and conferences for training to keep up to date on new chemicals and laws.

Sprays mosquito areas around the lake and educates the public about mosquitos.

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### **Additional Duties:**

Answers questions and provides information to public as required.

Inventories gas, fuel and chemicals used as herbicides and larvicides; maintains tractors and other equipment in clean and proper working condition.

Inspects and picks up trash on Goat, Bird, Skippers Cove and Propane Islands and both sides of river, trails, switchbacks, and riprap.

Reports violations, checks past violations, and provides updates.

Takes pictures; checks dock permits; speaks with residents.

Checks on complaints about weeds, logs, mosquitoes and dead animals for environment control.

Keeps grass cut and trimmed; sprays rip rap at all 5 areas; walks, trails on sides of river and switchback.

Cleans and maintains shop and boatshed; plans and schedules work.

Performs related work as assigned.

### **Responsibilities, Requirements and Impacts**

#### **Data Responsibility:**

*Data Responsibility refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Copies, transcribes, enters or posts data or information.

#### **People Responsibility:**

*People include co-workers, workers in other areas or agencies and the general public.*

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Serves others such as customers, attends to their requests and exchanges information with them.

### **Asset Responsibility:**

*Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies or small amounts of money.

### **Mathematical Requirements:**

*Mathematics requires the use of symbols, numbers and formulas to solve mathematical problems.*

Uses addition and subtraction, multiplication and division and/or calculates ratios, rates and percents.

### **Communications Requirements:**

*Communications involves the ability to read, write, and speak.*

Reads technical instructions, procedures manuals and charts to solve practical problems, such as assembly instruction for tools, routine office equipment operating instructions, and methods and procedures for investigations and in drawing and layout work; composes routine reports and specialized reports, forms, and business letters, with proper format; speaks compound sentences using normal grammar and word form.

### **Judgment Requirements:**

*Judgment requirements refer to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.*

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Responsible for guiding others, requiring a few decisions, affecting the individual and a few co-workers; works in a stable environment with clear and uncomplicated written/oral instructions, but with some variations from the routine.

### **Complexity of Work:**

*Complexity addresses the analysis, initiative, ingenuity, concentration and creativity, required by the job and the presence of any unusual pressures present in the job.*

Performs skilled work involving rules/systems with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

### **Impact of Errors:**

*Impact of errors refers to consequences such as damage to equipment and property, loss of data, exposure of the organization to legal liability, and injury or death for individuals.*

The impact of errors is moderate – affects those in work unit.

### **Physical Demands:**

*Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.*

Performs medium to heavy work that involves walking, standing, stooping, lifting, digging, pushing and raising objects and also involves exerting between 20 to 50 pounds of force on a regular and recurring basis and 50 to 100 pounds of force on an occasional basis.

### **Equipment Usage:**

*Equipment usage involves responsibility for materials, machines, tools, equipment, work aids, and products.*

Leads or handles machines, tools, equipment or work aids involving moderate latitude for judgment regarding attainment of a standard or in selecting appropriate items.

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### **Unavoidable Hazards:**

*Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.*

Involves routine and frequent exposure to traffic; moving machinery.

### **Safety of Others:**

*Safety of others refers to the level of responsibility for the safety of others, either inherent in the job or to ensure the safety of the general public. (**Does not include safety of subordinates**).*

Requires responsibility for the safety and health of others and for occasional enforcement of the laws and standards of public health and safety.

### **Minimum Education and Experience Requirements:**

Requires High School graduation or GED equivalent supplemented by specialized courses/training equivalent to completion of one year of college in Business, Parks and Recreation or closely related field.

Requires four years experience in equipment operation, boat operation, and related skills OR an equivalent combination of education, training and experience.

### **Special Certifications and Licenses:**

Ability to obtain Pesticide and Herbicide Applicator License.

### **Americans with Disabilities Act Compliance**

Greenwood County is an Equal Opportunity Employer. ADA requires Greenwood County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

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