



DATE	October 2012
JOB CODE	
FLSA	NON-EXEMPT
EEO	

JOB TITLE: Pump Station Operator
DEPARTMENT/DIVISION: Public Works
REPORTS TO: Water Quality/Production Supervisor

SUMMARY: Responsible for the operation of the pump stations to include maintenance and system adjustments to maintain the flow of water; cleans and performs yard work at water pump stations. Responsible for processing customer service calls and inquires to include data entry and dispatching crews with two-way radios. Work requires limited supervision.

ESSENTIAL JOB FUNCTIONS:

- Operates the SCADA system and monitors pumping operations. Generates related reports. Ensures that system pressures and tank levels are adequate to meet system demand and fire protection.
- Monitors wastewater lift stations.
- Responds to calls from residents, field crews, and/or other internal departments regarding water-related issues or problems.
- Responds to after hour and emergency situations.
- Monitors the security of pump stations, ground storage tanks, and elevated storage tanks.
- Processes work orders for field maintenance crews and water quality, ensuring proper entry of information for the closing out of work orders.
- Schedules utility line locates and valve operations for contractors, City field crews, and emergency water main and sewer repairs.
- Collects chlorine residuals at elevated storage tanks, ground storage tanks, and pump stations to ensure safe drinking water throughout the City.
- Inspects water utilities sites for authorized entry, vandalism, leaks around tanks, and potential hazards on grounds. Performs routine cleaning and grounds maintenance activities at water pump stations.
- Performs other duties as assigned.

SUPERVISORY/BUDGET RESPONSIBILITIES:

- None.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of basic hydraulic principles;
- Knowledge of SCADA systems;
- Knowledge of recordkeeping principles and practices;
- Knowledge of water distribution systems;

- Knowledge of wastewater systems;
- Skilled in providing customer service;
- Skilled in handling multiple tasks simultaneously;
- Skilled in applying independent judgment, personal discretion, and resourcefulness in interpreting and applying guidelines;
- Skilled in reading and interpreting pressure gauges and other related instrumentation;
- Skilled in operating a computer and related software applications;
- Skilled in communicating effectively with a variety of individuals.

MINIMUM QUALIFICATIONS:

- High School Diploma or G.E.D.
- One year experience operating/maintaining potable water pumping facility and/or distribution systems OR two-three years of basic computer skills.
- Work requires a valid Texas Driver's License.
- Water Class C License is required within two years.

PREFERENCES:

- None.

WORKING CONDITIONS:

- Frequent climbing, balancing, reaching, sitting, standing, walking, talking, seeing, hearing, smelling, and manual dexterity.
- Occasional lifting and carrying of over 100 pounds.
- Work is typically performed in both standard office and outdoor environments, with potential exposure to adverse weather conditions.
- Work is performed in close quarters, in high and precarious places, and near moving mechanical parts.
- Potential exposure to risk of electrical shock, vibration, fumes, airborne particles, and infectious diseases.

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.