



DATE	July 2023
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 pumping facilities to include system adjustments to maintain the flow of water. Responsible for overseeing lift station facilities to maintain the flow of wastewater. Responsible for processing customer service calls and inquires to include data entry and dispatching crews. 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 state regulations, system demand and fire protection demand.
- Uses SCADA system to monitor wastewater lift stations and notifies crews of issues when necessary.
- Responds to calls from residents, field crews, and/or other internal departments regarding water-related issues or problems.
- Processes after hours calls for customer complaints, water leaks, restoral of services for non-payment, sewer backups, traffic signal or sign malfunctions, and/or other related issues.
- Monitors the security of pump stations, ground storage tanks, and elevated storage tanks.
- Processes work orders and service requests for field maintenance crews, ensuring proper entry of information for the creation and closing out of work orders and service requests.
- Schedules utility line locates, bond inspections, final inspections, water line samples and valve operations for contractors and city staff. Requests line locates for emergency water main and sewer repairs.
- Collects chlorine residuals at pump stations to ensure safe drinking water throughout the City.
- Receive and dispatch after hours emergency calls for various departments as assigned.
- Report after hours water and sewer discharges per established procedures.
- Must be able to respond to emergency situations.
- 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 systems;
- Knowledge of wastewater systems;
- Knowledge of public works policies and procedures;
- Skilled in providing customer service and de-escalation techniques;
- 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.
OR
- An equivalent combination of education, experience, and training that provides the required knowledge, skills and abilities.

PREFERENCES:

- Experience with Microsoft Office Suite.
- Obtain Texas Commission on Environmental Quality Wastewater Collection I License.

WORKING CONDITIONS:

- Frequent climbing, balancing, reaching, sitting, standing, walking, talking, seeing, hearing, smelling, and manual dexterity.
- Occasional lifting and carrying of 50 pounds.
- Work is typically performed in a standard office
- 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 possess a valid motor vehicle driver license.
- Must pass pre-employment drug test.
- Must pass criminal history check.

- Must pass motor vehicle records check.
- Texas Commission on Environmental Quality Class D Water license required within twelve months of employment
- Texas Commission on Environmental Quality Class C Water Distribution, Groundwater Treatment or Surface Treatment Licenses or higher required within thirty months of employment