



<b>DATE</b>	July 2023
<b>JOB CODE</b>	
<b>FLSA</b>	NON-EXEMPT
<b>EEO</b>	

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

**SUMMARY:** Responsible for the operation of the pumping facilities, overseeing operations of lift station facilities, and serving as a lead to Pump Station Operators. Works closely with other Departments, Supervisors, and Employees. Work requires limited supervision.

**ESSENTIAL JOB FUNCTIONS:**

- Serves as a lead to pump station operator staff, which includes: prioritizing, assigning, and monitoring work; providing direction; and/or performing other related activities.
- Leads and participates in the operation of the water distribution system.
- Operates SCADA system in support of the delivery of water to residents.
- Leads and participates in the operation of the wastewater collection system using the SCADA system to pump and send collected wastewater to applicable purification system.
- Leads and participates in remote monitoring of security at applicable water and wastewater sites. Performs routine cleaning activities at water pump stations.
- Prepares and maintains a variety of reports, spreadsheets, records, and/or related items related to operational activities.
- Monitors the operation of the after hours call center and responds to customer complaints, water leaks, shut-offs for non-payment, sewer backups, traffic signal or sign malfunctions, and/or other related issues.
- Collaborates with other internal departments and external vendors in handling emergency situations.
- Prepares and disseminates work orders and requests for service.
- Applies common supervisory practices pertaining to: coaching, counseling, recognition, training.
- Participates in overseeing the work of external contractors, ensuring that contract terms and specifications are met.
- Participates and oversees the receiving and dispatching after hours emergency calls for other departments as assigned.
- Report after hours water and sewer discharges per established procedures.
- Responds to emergency operations and on call situations.
- Train Pump Station operators on SCADA system upgrades.
- Assist on special projects such as facility tours and open houses.
- Performs other duties as assigned.

**SUPERVISORY/BUDGET RESPONSIBILITIES:**

- Lead responsibility over Pump Station Operators.

- Able to temporarily step in to the Supervisor role in the event of Supervisor's absence.

**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 prioritizing and assigning work to staff;
- Skilled in providing customer service and de-escalation techniques;
- Skilled in preparing and maintaining a variety of operational records, reports, and/or other related documentation;
- Skilled in the use of Microsoft Office Suite;
- Skilled in handling multiple tasks simultaneously;
- Skilled in applying independent judgement, 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:**

- Texas Commission on Environmental Quality Class C Water Distribution, Groundwater or Surface Treatment Licenses or higher class.

AND

- High School Diploma or G.E.D.
- Two years experience in the maintenance and operation of a potable water system.

OR

- An equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities.

•

**PREFERENCES:**

- None.

**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 both 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 I Wastewater Collection License within twelve months of employment.
- Texas Commission on Environmental Quality Class II Wastewater Collection License within thirty months of employment.
- Texas Commission on Environmental Quality Class III Wastewater Collection License within thirty months of employment.
- Texas Commission on Environmental Quality Backflow Prevention Assembly Tester (BPAT) within thirty months of employment.
- Texas Commission on Environmental Quality Customer Service Inspector (CSI) within thirty months of employment