



DATE	January 2013
JOB CODE	
FLSA	NON-EXEMPT
EEO	

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 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 lower level 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 inspecting 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.
- 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 in handling emergency situations.
- Prepares and disseminates work orders and requests for service.
- Participates in overseeing the work of external contractors, ensuring that contract terms and specifications are met.
- Performs other duties as assigned.

SUPERVISORY/BUDGET RESPONSIBILITIES:

- Lead responsibility over Pump Station Operators.

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 prioritizing and assigning work to lower level employees;
- Skilled in providing customer service;
- Skilled in preparing and maintaining a variety of operational records, reports, and/or other related documentation;
- 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.
- Two years experience in the maintenance and operation of a potable water system.
- Work requires a valid Texas Driver's License.
- Texas Commission on Environmental Quality Class C Water Distribution or Surface Treatment Licenses or higher class.
- Texas Commission on Environmental Quality Class III Wastewater Collection Licenses within two years of employment.

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.