



## City of Irving Job Description

### Senior Utility Pumping Operator

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<b>FLSA Status:</b>	Non-Exempt	<b>Job Department:</b>	Water Utilities
<b>Job Code:</b>	36472	<b>Reports To (Job Title):</b>	Water Pumping Supervisor

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#### PURPOSE

To monitor and operate the facilities and processes of the City's treated water distribution system and provide functional and technical direction to other pumping operators.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.\*

- Maintain proper water supply, adequate pressure, and water quality to meet all state and federal standards.
- Perform data entry, backup and modify programming and diagnostics on the city's SCADA system.
- Assign duties to other Utilities Pumping Operators and assume supervisory role when supervisor is absent.
- Order the City's water from the City of Dallas.
- Serve as primary contact for residents with water or wastewater problems after hours and on weekends.
- Monitor the lift stations of the wastewater collection system.
- Repair and maintain pumps, valves, electrical systems, instrumentation, and chlorinators.
- Record data and reports concerning water production activities.
- Determine when a contractor is needed and supervises them in the repair of mechanical or electrical systems.
- Coordinate water production activities with other Water Utilities sections and contractors.
- Respond to emergency operations of the Water Utilities Department.
- Act as an after-hours utility crew dispatcher.
- Maintain instrumentation including pressure transmitters, flow transmitters, level transducers, floats, pressure gauges, and limit switches.
- Calibrate pressure transmitters.
- Perform related duties as assigned.

#### OTHER DUTIES AND RESPONSIBILITIES

- Monitor the security patrol of all water sites.

#### SUPERVISORY RESPONSIBILITIES

Functional and Technical Supervision - Regular responsibility for giving direction and guidance to employees as a lead worker, project manager or internal advisor. As an ongoing part of the position, the employee can expect to supervise approximately 5 employees.

## **FINANCIAL / BUDGETARY RESPONSIBILITY**

May purchase chemicals, materials and equipment needed for continuous operation of pumping facilities with a p-card or Purchase Order.

## **QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.\*

### **EDUCATION**

- Equivalent to the completion of 12<sup>th</sup> grade with some technical training.

### **EXPERIENCE**

- At least three (3) years of experience in water pumping and use of SCADA software.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Appropriate, valid Texas driver's license.
- A Class C water distribution license from the Texas Commission on Environmental Quality.

### **KNOWLEDGE OF**

- Construction Principles: Understanding basic construction methods and materials.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Maintenance Principles: Processes involved in upkeep of property and equipment to optimum state of cleanliness, repair, and efficiency.
- Public Safety and Security: Rules and regulations for protecting people, data, and property.
- Regulations: Federal, state, and municipal restrictions, laws, and ordinances.
- Customer Service: Principles and processes for providing customer and personal services including a desire to help customers regardless of their circumstance.

### **SKILLS AND ABILITIES IN**

- Accuracy: Paying attention to detail in dealing with numbers, words, and ideas.
- Thoroughness: Reviewing work results for completion and consistency.
- Basic Math: Adding, subtracting, multiplying, or dividing quickly.
- Functional Supervision: Motivating, developing and directing people as they work.
- Active Learning: working with new material or information to grasp its implications.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Reporting: Researching, analyzing and compiling data and preparing concise documents.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Management of Material Resources: Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.

- Service Orientation: Actively looking for ways to help people.
- Problem Sensitivity: Telling when something is wrong or is likely to go wrong.
- Direction and Instructional Comprehension: Interpreting a variety of instructions furnished in written, oral, diagram, or schedule form.
- Self-Management: Working well independently and without supervision.
- Interactive Presentation: Effectively presenting information and responding to questions from groups of managers, clients, customers, and the general public.
- Technical Reasoning: Interpreting an extensive variety of technical instructions in mathematical or diagram form, as well as demonstrating the ability to read and write basic architectural plans.
- Inductive Reasoning: Combining separate pieces of information or specific answers to problems to form general rules or conclusions. This includes coming up with a logical explanation for why a series of seemingly unrelated events occur together.
- Written and Oral Expression: Communicating information and ideas in writing, as well as through speech, so others will understand.
- Oral Comprehension: Listening to and understanding information and ideas presented through spoken words and sentences: oral comprehension.
- Reading Comprehension: Reading and interpreting documents.
- Judgment & Decision-Making: Weighing the relative costs / benefits of a potential action.

## **GUIDANCE RECEIVED**

### **Periodic Supervision and Range of Guidelines/Procedures**

Follows periodic direct instructions and guidelines, policies and procedures that require some interpretation. Problems that cannot be addressed through an existing guideline, policy or procedure are referred to supervisor or more senior position. Position incumbent must exercise judgment about when to escalate issues.

## **CONTACTS**

Regular contact with employees from other city departments to coordinate work and with customers over the telephone in order to respond to after-hours inquiries. Coordinates daily water delivery with the City of Dallas. Occasionally coordinates water delivery with Grand Prairie. Schedules work with vendors as needed at city facilities.

## **EQUIPMENT AND PROPERTY**

Incumbent uses a wide variety of calibration equipment and hand tools for equipment calibration, repair and maintenance activities as well as the full scope of office equipment including computers with SCADA software, printers, fax machines and telephones. Use of a city vehicle is required.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.\*

The employee constantly is required to listen, push, pull, walk, sit, stand, stoop, talk, and/or see. S/he frequently is required to balance, carry, climb, crawl, drive a vehicle, grasp, handle, feel, kneel, lift up to 50 pounds, reach, and/or smell.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.\*

The employee regularly is exposed to extreme vibration, blood-borne pathogens, confining workspace, dirty environment, electrical hazards, extreme temperatures or weather conditions, air contamination, high and precarious workspaces, improper illumination, moving mechanical parts, noise, and/or toxic or caustic materials. This job requires the employee to make decisions directly affecting the safety of others. The noise level in the work environment is usually moderate.

\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Note:** A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.