



City of Irving Job Description

Water Pumping Supervisor

FLSA Status:	EXEMPT	Job Department:	Water Utilities
Job Code:	36121	Reports To (Job Title):	Assistant Water Utilities Director

PURPOSE

To supervise, monitor and operate the facilities, processes and personnel of the city's treated water distribution system.

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.
- Develop and administer budget for pumping section.
- Assign duties to pumping operators.
- Coordinate the City's water delivery with the City of Dallas.
- Serve as primary contact for residents with water or wastewater problems.
- Monitor the lift stations of the wastewater collection system.
- Perform data entry and backup and modify programming and diagnostics on City's SCADA system.
- Schedule the maintenance of all pumps, valves, electrical systems, instrumentation, and chlorinators.
- Record data and report concerning water production activities.
- Determine when a contractor is needed and supervise 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.
- Assist in preparing contracts for electrical services, instrumentation maintenance, and tank cleaning.
- Maintain instrumentation including pressure transmitters, flow transmitters, level transducers, floats, pressure gauges, and limit switches.
- Perform related duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- Monitor the security patrol of all water sites.

SUPERVISORY RESPONSIBILITIES

Organizational Supervision - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include approximately 6 employees.

FINANCIAL / BUDGETARY RESPONSIBILITY

Responsible for developing, administering and coordinating the division budget of \$3.3 million.

QUALIFICATIONS:

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

EDUCATION

- Equivalent to a Bachelor's degree from an accredited college or university with major course work in related field.

EXPERIENCE

- At least three (3) years of water pumping experience, with one (1) year of supervisory experience.

CERTIFICATES, LICENSES, REGISTRATIONS

- Appropriate, valid Texas driver's license.
- Class C water distribution license and level II wastewater collections license from the Texas Commission on Environmental Quality.

KNOWLEDGE OF

- Construction Principles: Materials, methods, and the appropriate tools to construct objects, structures, and buildings.
- Environmental Laws and Regulations: Federal, state and local, environmental laws and the ability to apply current information to given situations.
- Customer Service Management: Principles and processes for providing customer and personal services including needs assessment techniques, quality service standards, alternative delivery systems, and customer satisfaction evaluation techniques.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Regulations: Federal, state, and municipal restrictions, laws, and ordinances.
- Utilities Construction: Engineering and other materials, methods, laws, and tools to safely and accurately complete utilities construction projects.
- Water contracts: Allowable volumes and delivery points.
- Office Software: Current word processing, presentation, spreadsheet, and database programs used by the City.

SKILLS AND ABILITIES IN

- Reporting: Researching, analyzing and compiling data and preparing concise documents.
- Accuracy: Paying attention to detail in dealing with numbers, words, and ideas.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of 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.
- Complex Problem Solving: Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Critical Thinking: Using logic and analysis to identify the strengths and weaknesses of different approaches.
- Functional Supervision: Motivating, developing, and directing people as they work.
- Goal-Oriented Crisis Communication: Effectively structuring questioning, answering, and listening interactions with clients to determine their needs in urgent situations.
- Management of Personnel Resources: Motivating, developing, and directing people as they work, and identifying the best people for the job.
- 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.
- Maintaining Current Knowledge: Reading, analyzing, and interpreting general business periodicals, professional journals, technical procedures, or governmental regulations.
- 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.
- Reading Comprehension: Reading and interpreting documents.

GUIDANCE RECEIVED

Priorities and Policies

Organizational priorities and policies, along with professional standards and best practices, guide decisions and direction or advice given to others. Typically makes recommendations to superiors after considering various alternatives. Proactively addresses needed changes to policies, methods and procedures and obtains approval.

CONTACTS

Interacts with a wide variety of city staff from support staff through department director level as well as external customers for problem solving and explanatory purposes. Coordinates daily water delivery with the City of Dallas and occasionally coordinates water delivery with the City of Grand Prairie. Contacts with vendors are also critical to effective work products and results.

EQUIPMENT AND PROPERTY

Use of a city vehicle for travel to and from work sites is required. Uses a wide variety of calibration equipment and hand tools for equipment calibration, repair and maintenance activities as well as the full scope of general office equipment including computers with SCADA software, printers, copiers, fax machines and telephone systems.

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.