



City of Irving Job Description

Raw Water Technical Coordinator

FLSA Status:	Non-Exempt	Job Department:	Water Utilities
Job Code:	36432	Reports To (Job Title):	Raw Water Pumping Supervisor

PURPOSE

To coordinate activities within the City's easement, provide technical expertise, and coordinate and troubleshoot the raw water pumping function at Lake Chapman, the City's primary water supply source.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Inspect construction work and monitor activities within the easement.
- Coordinate construction activities within the raw water main easement.
- Perform locates along the raw water main.
- Review construction plans for conformance with easement restrictions.
- Serve as technical expert regarding instrumentation, pumps, motors and other equipment; also, diagnose equipment problems.
- Provide technical expertise on SCADA systems; troubleshoot difficulties and handles a wide variety of special projects related to utility equipment and systems.
- Participate in the operation of 75 miles of pipeline, two pump stations, two reservoirs, and flow-splitting meter vaults to manage water to other water supplies.
- Maintain logs for various equipment including pumps, motors, and instrumentation.
- Prepare reports on pumpage, flow totals, readings, energy consumption, equipment run times, and special projects as assigned.
- Perform data entry and backup, as well as modify programming and diagnostics on the Raw Water SCADA system.
- Perform related duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- Respond to landowner concerns.
- Assist with the preparation of bids and contracts for assistance regarding electrical services or instrumentation maintenance.
- Clean building and outdoor facilities.

SUPERVISORY RESPONSIBILITIES

Supervisory responsibility is not a regular part of the position.

FINANCIAL / BUDGETARY RESPONSIBILITY

None

QUALIFICATIONS:

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

EDUCATION

- Equivalent to an Associate's Degree or specialized technical training.

EXPERIENCE

- A minimum of three (3) years of experience in water pumping operations.

CERTIFICATES, LICENSES, REGISTRATIONS

- Appropriate, valid Texas driver's license, or the ability to obtain one, is required.
- Class B water distribution 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.
- 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.
- **Goal-oriented Crisis Communication:** Effectively structuring questioning, answering, and listening interactions with clients to determine their needs in urgent situations.
- **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

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

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. Contacts with vendors are also critical to effective work products and results. Coordinates with property owners along the pipeline on a routine basis. Coordinates work within pipeline easement with design engineers and contractors. Coordinates raw water pumping on a daily basis with NTMWD and UTRWD.

EQUIPMENT AND PROPERTY

Use of a city vehicle for travel to and from work sites is required. This position 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, confined 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.