



## City of Irving Job Description

### Raw Water Pumping Operator

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<b>FLSA Status:</b>	Non-Exempt	<b>Job Department:</b>	Water Utilities
<b>Job Code:</b>	36582	<b>Reports To (Job Title):</b>	Raw Water Pumping Supervisor

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#### **PURPOSE**

To monitor and operate processes of Lake Chapman pipeline, pumping stations, and related facilities.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

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

- 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.
- Landscape six sites along the pipeline.
- Use computer to maintain logs of visual inspection of pumps, motors, and various other equipment.
- Prepare reports on pumpage, flow totals, readings, energy consumption, equipment run times, and special projects as assigned by supervisor.
- Perform data entry, backup and modify programming & diagnostics on the Raw Water SCADA system.
- Repair and maintain pumps, valves, electrical systems and instrumentation.
- Clean building and outdoor facilities.
- Calibrate lab equipment and runs analysis on water samples.
- Calculate chemical dosages and feed rates to chlorinate and de-chlorinate water.
- Perform related duties as assigned.

#### **OTHER DUTIES AND RESPONSIBILITIES**

- Respond to landowner concerns.
- Operate and maintain tractors, lawnmowers, and trucks.
- Participate in general maintenance duties, including building, grounds, and vehicles.
- Coordinate activities with other departments and divisions.
- Perform locates along the raw water main.
- Inspect construction work and monitor activities within the pipeline easement.

#### **SUPERVISORY RESPONSIBILITIES**

Supervisory responsibility is not a regular part of the position.

## **FINANCIAL / BUDGETARY RESPONSIBILITY**

No financial responsibility.

## **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.

### **EXPERIENCE**

- Two years of experience in water system maintenance.

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

- Appropriate, valid Texas driver's license, or the ability to obtain one, is required.
- Class C water distribution license from the Texas Commission on Environmental Quality.

### **KNOWLEDGE OF**

- Architectural Principles: Reading and writing basic plans.
- Construction Principles: Materials, methods, and the appropriate tools to construct objects, structures, and buildings.
- 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 the optimum state of cleanliness, repair, and efficiency.
- Public Safety and Security: Rules and regulations to protect 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.
- Basic Math: Adding, subtracting, multiplying, and dividing.
- 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.

- 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.
- 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.
- Judgment & Decision-Making: Weighing the relative costs / benefits of a potential action.
- Self-Management: Working well independently and without supervision.
- Organizational Strategies: Tracking multiple variables by sorting, grouping, and calendaring.

## **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 raw water pumping on a daily basis with NTMWD and UTRWD.

## **EQUIPMENT AND PROPERTY**

Incumbent uses a wide variety of landscaping equipment, calibration equipment and hand tools for equipment calibrations, 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 drive a vehicle, grasp, handle, feel, listen, push, pull, walk, and/or see. Frequently, s/he is required to balance, carry, climb, crawl, lift up to 50 pounds, and/or sit. S/he is occasionally required to kneel, lift more than 100 pounds, stand, stoop and/or talk.

## **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, confined workspace, dirty environment, electrical hazards, extreme temperatures or weather conditions, air contamination, high and precarious workspaces, moving mechanical parts, noise, and/or toxic or caustic materials. 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.