



## City of Irving Job Description

### Utility Pumping Operator

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<b>FLSA Status:</b>	Non-Exempt	<b>Job Department:</b>	Water Utilities
<b>Job Code:</b>	U662	<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.

#### **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 & federal standards.
- Perform data entry, backup and modifies programming & diagnostics on City's SCADA system.
- Serve as primary contact for residents with water or wastewater problems after hours and on weekends.
- Order city water from the City of Dallas 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.
- Coordinate water production activities with other Water Utilities sections and contractors.
- Respond to emergency operations of the Water Utilities Division.
- Act as an after-hours utilities crew dispatcher.
- 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 of all water sites.
- Assist in the maintenance and cleaning of water production facilities, grounds, vehicles & equipment.

#### **SUPERVISORY RESPONSIBILITIES**

Supervisory responsibility is not a regular part of the position.

#### **FINANCIAL / BUDGETARY RESPONSIBILITY**

No regularly assigned financial responsibilities.

## **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 vocational training.

### **EXPERIENCE**

- At least six (6) months of related experience.

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

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

### **KNOWLEDGE OF**

- Architectural Principles: The methods for reading (interpreting) 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 & 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.
- 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.
- Basic Math: Adding, subtracting, multiplying, or dividing quickly.
- 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**

Regular contact with employees from other city departments to coordinate work and regular contact with customers over the telephone in order to respond to after-hours inquiries. Coordinates daily water delivery with the City of Dallas.

## **EQUIPMENT AND PROPERTY**

Incumbent uses a wide variety of 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 occasionally is 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, 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. 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.