



## City of Irving Job Description

### Pumps and Motors Section Chief

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<b>FLSA Status:</b>	Non-Exempt	<b>Job Department:</b>	Water Utilities
<b>Job Code:</b>	U302	<b>Reports To (Job Title):</b>	Water Pumping Supervisor

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#### PURPOSE

To oversee, guide and perform maintenance-related contracts and work for the Water Utilities Department involving complex heavy construction repair and maintenance work on pumps and motors including planning, organizing and assigning work for crews and providing technical leadership for projects involving pump stations, lift stations, materials fabrication, valves, pumps and motors and large meters as well as reviewing completed work.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Oversee, supervise and perform maintenance & repair work, including the most complex work, such as on pump and/or lift stations, as well as a wide variety of pumps motors, generators and small equipment.
- Establish schedules and methods for performance of assigned outcomes, including planning and prioritizing work; Report observations regarding assigned crew levels' performance levels to supervisor.
- Coordinate, prioritize and assist in the essential duties and responsibilities of the Utility Mechanic.
- Provide and/or coordinate staff training.
- Supervise staff members, including assigning work, as well as participating in evaluating performance, interviewing, and hiring.
- Obtain assignments and report work results using automated work-order system.
- Purchase necessary equipment and supplies according to City regulations.
- Ensure proper care of equipment, vehicles, and tools, including troubleshooting and diagnosing instrumentation and equipment malfunction and performing preventative maintenance and repairs.
- Prepare reports, which may include reports regarding project status and/or employee performance.
- Ensure the safety of assigned crew, including erecting appropriate work barricades and safety measures and attending safety classes for first aid, defensive driving, confined space and CPR; assist with confined space training; calibrates atmospheric monitors.
- Answer questions and provide information to the public, including investigating requests & complaints.
- Maintain records of use of time, material, and equipment
- Complete written paperwork for work orders representing each assignment.
- Inspect work to ensure work matches specifications and correct deficiencies when necessary.
- Remove obstacles and barriers that present safety hazards to work crew and public.
- Operate equipment, including, but not limited to, jackhammer, vehicles, track dozer, front-end loader, trackhoe, track loader, gradall, crane, and lowboy.
- Perform heavy construction as necessary to complete projects.
- Respond to after-hours trouble calls on emergencies.
- Perform related duties as assigned.

## **OTHER DUTIES AND RESPONSIBILITIES**

- Utilize SCADA as a tool for day-to-day operations.
- Test water quality.
- Maintain inventory of supplies.
- Repair equipment needed to perform duties.
- Assist in conducting studies and surveys.
- Ensure public health & safety related to full scope of maintenance and repairs for utility infrastructure.

## **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 2 to 5 employees.

## **FINANCIAL / BUDGETARY RESPONSIBILITY**

May make purchases of materials or equipment with the use of a P-card or request for a Purchase Order.

## **QUALIFICATIONS:**

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

### **EDUCATION**

- High School Diploma or GED to meet basic requirements established by the Texas Commission on Environmental Quality *and* additional technical training.

### **EXPERIENCE**

- Three (3) years of progressively responsible experience in water/sewer repairs, pumps and motors maintenance and repair, or valve and hydrant maintenance and repair.

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

- Appropriate, valid, Texas Class A commercial driver's license.
- Minimum of a C water license and a Wastewater Collections II license from the Texas Commission on Environmental Quality.

### **KNOWLEDGE OF**

- Operation/Maintenance Techniques: The repair requirements, especially of pumps & motors and pumping curves, and the methods & procedures necessary for fabricating and welding.
- Federal, State and local regulations related to utility construction and repairs.
- Complex Infrastructure Maintenance & Repair: An understanding of water and wastewater systems and related infrastructure and related troubleshooting and diagnostics methods.

- Maintenance Principles: Processes involved in upkeep of property and equipment to the optimum state of cleanliness, repair, and efficiency.
- Construction Principles: Materials, methods, and the appropriate tools to construct and install appurtenances, utility infrastructure, structures, and buildings.
- Safety: Basic traffic safety laws, confined space entry parameters, trench excavation and shoring use and safe fabrication for small engines.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Supervision: Personnel motivation, interviewing, hiring, oversight, evaluation & discipline.
- Electrical Code: Proper techniques for installing, repairing & modifying electrical systems, along with a general understanding of electricity and electrical components.

## **SKILLS AND ABILITIES IN**

- 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.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Complex Problem Solving: Identifying problems and reviewing related information to develop and evaluate options and implement solutions.
- Functional Supervision: Motivating, developing, and directing people as they work.
- Service Orientation: Actively looking for ways to help people.
- Management of Material Resources: Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- Basic Math: Adding, subtracting, multiplying, or dividing quickly.
- Mechanical/Technical: Safely operating diverse equipment. This includes the proper use of a SCBA or cascade unit.
- Planning: Sensing the environment and setting goals and objectives.
- Problem Sensitivity: Telling when something is wrong or is likely to go wrong.
- Oral Expression: Communicating information and ideas in speaking so others will understand.
- 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 independently and without supervision.
- Sequencing: Correctly following a given rule or set of rules to arrange things or actions.
- Visualization: Imagining how something will look after it is moved or rearranged.
- Technical Reasoning: Reading and interpreting plans, prints and one-line diagrams.

## **GUIDANCE RECEIVED**

### **General Instructions and Established Precedent/Procedures**

Follows general supervisory instructions, as well as policies and precedents open to judgment in some areas and more specific guidelines, policies and procedures in others. Based on knowledge of policies, precedents and procedures, may assist others with standard work methods and problems.

## **CONTACTS**

Employee coordinates work activities with staff, supervisors and managers from other departments. Externally, s/he interacts with vendors to learn more about materials & equipment used for repair and maintenance operations.

## **EQUIPMENT AND PROPERTY**

The employee must use a wide variety of manual and power tools and equipment which may include equipment such as drill press, cold saw, milling machine, band saw, welders (mig, tig and arc), cutting torch, chainsaw, plasma cutter, coring machine, tap machine, concrete cutters, missiles, horizontal boring machines, cranes, generators, hydraulic units, hydraulic and electric valve machines, pipe bender and threader, volt meter, multi process meter, meg meters, pressure testing equipment, grinder, sander, powder coating tools, ventilation equipment, bead and sand blasters, air compressors and light towers. In addition, s/he will utilize office equipment, such as computers, copiers and printers.

## **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 grasp, handle, feel, listen, reach, see, and/or smell. Frequently, s/he is required to balance, carry, drive a vehicle, sit, stoop, talk, stand, and/or walk. Also, s/he is required to climb, kneel, lift up to 100 pounds, pull, and/or push. Occasionally, the employee is required to crawl or run.

## **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 a dirty and hazardous environment, blood-borne pathogens, extreme vibrations, confined work space which includes lift stations, manholes and vaults as well as trench excavation, electrical hazards including very high voltage/currents, extreme temperatures or weather conditions, air contamination, noise, toxic or caustic materials, and/or traffic hazards. This job requires the employee to make decisions directly affecting the safety of others. The noise level in the work environment is always loud.

\* 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.