

POSITION DESCRIPTION

Class Title:	Pump Mechanic (Job Class Code: 3048)	Effective Date:	July 2, 2014
Department:	Public Operations	Pay Grade:	10
Division:	Water	FLSA Status:	NE

GENERAL PURPOSE

Maintains and repairs several types of pumps used in the City's sewer and water systems.

SUPERVISION RECEIVED:

Works under the general supervision of a Sr. Crew Chief or Superintendent.

SUPERVISION EXERCISED:

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Observes the pumps on a daily basis to ensure working capability.
2. Keeps records by recording the clock times indicating the run hours on each pump. Records data on daily Work Report/s and enters data on computers.
3. Lubricates the pumps and maintains/documents a lubrication schedule; observes daily the waste water level in the wet wells to ensure the designated safe working level.
4. Observes the control floats/levels indicators located in the wet wells to ensure proper operations.
5. Determines that the pumps are alternating properly and in sequence; evaluates grease build-up in wet wells.
6. Determines that the pumps have not lost prime; clears the impeller and/or suction lines of debris or blockage.
7. Must be able to work in confined spaces.
8. Complete the replacement of pumps, pump motors, piping, valves, level indicators, inside pump station.
9. Understand the basic functionality of motors and pumps and how they work in conjunction.
10. Must understand electrical controls and how they function with motors, pumps, etc.
11. Must be able to accept On-Call Status and work as an On-Call person as directed by management.
12. Work with customers during sewer backups in order to resolve any blockage issues.
13. Assists with any other job related duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

1. High school diploma or GED.
2. Three (3) years experience in pump maintenance.

3. An equivalent combination of education and experience. Additional full-time related experience may be substituted, year for year, for the required education.

Necessary Knowledge, Skills and Abilities:

1. Considerable knowledge of light/medium equipment operating principles; considerable knowledge of the hazards and safety precautions common to light/medium equipment operations; considerable knowledge of the methods, materials and tools used in maintenance work for sewer systems and other facilities.
2. Skill in operation of listed tools and equipment according to specific Departmental requirements.
3. Ability to issue, understand and follow oral or written instructions; Ability to communicate effectively verbally and in writing; Ability to observe proper safety precautions; Ability to establish effective working relationships with other employees, supervisors and the public; Ability to perform heavy manual tasks under varying weather conditions; Ability to drive and operate a variety of equipment under varying conditions; Ability to work from construction specifications; Ability to work overtime.

SPECIAL REQUIREMENTS

Valid driver's license.

Will be required to obtain DHH Class (I) State Certification in Wastewater Collection within one (1) year of employment.

TOOLS AND EQUIPMENT USED

Computers, gas monitoring meters, small crane, wrenches and sockets, shovels, probing rod, manhole hooks, large scrapers, chain saw, gas generator, gas/electrical blowers, safety tripod, SCBA (Self Contained Breathing Apparatus), hand tools. Full body suits, safety glasses, steel toe shoes, safety vest, back brace, hard hat, rubber steel toe boots, latex gloves.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions, including inclement weather. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. Will be required to work INSIDE sewer lift stations during cleaning of stations and inspections from time to time.

The noise level in the work environment is usually loud.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: 
Civil Service Director

Approval: 
Department Director