Pumps & Control Operator

JESAP Profile

Job Grade:	Job Code:
Job Group:	Job Family:
Department Name For This Position: Public Works	Position Reports To (Immediate Supervisors Title): Pumps and Controls Manager & Water/WW Superintendent
Physical Location For This Position: Public Works Department	This Position Is: Non Exempt
This position is safety sensitive: Yes	Security Sensitive: No

General Description

Works in a variety of conditions and situations, indoors and outdoors, in various types of weather to maintain the utilities pump stations. Pumps and Control Operator is primarily responsible for taking directions and performing tasks assigned by their supervisor. Other duties may be assigned.

Essential Duties and Responsibilities

Performs daily checks on all pump stations

Maintains a maintenance program and trouble shoots all pumps and pump stations

Pulls and repairs or replaces pumps Use of basic and specialized hand tools

May act as temporary relief for other departments as needed

Performs daily logs and reports as assigned

Assists in repairing broken water lines, and replacing worn and damaged parts

Assists with repairing breaks in wastewater lines

Regular and punctual attendance

Ability to work overtime

Supervisory Responsibilities

- Responsibility For Funds, Equipment, Property, Etc.: OCCASIONALLY responsible for organization's property where carelessness, error, or misappropriation would result in MODERATE damage or MODERATE monetary loss to the organization. The total value for the above would range from $5,000 to $150,000.

Education And Experience

- Education: High school, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc.
- Experience General: 12 to 18 months related experience and/or training.
- Experience Management: Not Required

Work Skills

- Analytical Ability/ Problem Solving: MODERATELY STRUCTURED. Fairly broad activities using moderately structured procedures with only generally guided supervision. Interpolation of learned things in somewhat varied situations.
- Planning: CONSIDERABLE RESPONSIBILITY with regard to GENERAL ASSIGNMENTS in planning time, method, manner, and/or sequence of performance of own work; may also OCCASIONALLY assist in the planning of work assignments performed by others within a limited area of operation.
- Decision Making: Performs work operations which permit FREQUENT opportunity for decision-making of MINOR IMPORTANCE and also FREQUENT opportunity for decision-making of MAJOR IMPORTANCE; the latter of which would affect the work operations of OTHER EMPLOYEES and/or CLIENTELE to a MODERATE DEGREE.
- Supervision Received: Under GENERAL SUPERVISION where standard practice enables the employee to PROCEED ALONE on routine work, referring all questionable cases to supervisor.
- Accuracy: Probable errors would not likely be detected until they reached another department, office or patron, and would then require CONSIDERABLE time and effort to correct the situation. Frequently, possibility of error that would affect the organization's prestige and relationship with the public to a LIMITED EXTENT, but where succeeding operations or supervision would NORMALLY PRECLUDE the possibility of a serious situation arising as a result of the error or decision.
- Communication Skills: undefined
- Mathematical Skills: undefined

- Critical Thinking Skills: undefined
- Mental Demand: CLOSE MENTAL DEMAND. Operations requiring CLOSE AND CONTINUOUS ATTENTION for control of operations. OPERATIONS REQUIRING INTERMITTENT DIRECT THINKING to determine or select the most applicable way of HANDLING SITUATIONS regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

Accountabilities

- Freedom To Act: GENERALLY CONTROLLED. General processes covered by established policies and standards with supervisory oversight.
- Annual Monetary Impact: VERY SMALL: Job creates a monetary impact for the organization up to an annual level of $100,000.
- Impact Of Job On End Results: MODEST IMPACT. Job has some impact on the organization's end results, but still from an indirect level. Provides assistance and support services that facilitates decision making by others.

Certificates, Licenses, Registrations

Required

Valid Arkansas driver's license or valid drivers license recognized by the state of Arkansas. Grade I Wastewater License and Grade II Water Distribution License or the ability to attain.

Preferred

Previous Maintenance or Control experience. Knowledge of low pressure sewer systems.

Contacts With Public and Employees

- Contacts With Employees: Contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties. Requires tact in discussing problems and presenting data and making recommendations, but responsibility for action and decision reverts to others.
- Contacts With Public: Occasional contacts with patrons on routine matters.

Machines, Equipment & Computers

- Use Of Machines, Equipment And/Or Computers: Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.)

Software Skills Required

Software Ability

- 10-Key: Basic
- Accounting: None
- Alphanumeric Data Entry: None
- Contact Management: None
- Database: None
- Enterprise Resource Planning: None
- Human Resources Systems: None
- Payroll Systems: None
- Presentation/PowerPoint: None
- Programming Languages: None
- Spreadsheet: Basic
- Word Processing/Typing: Basic

Other Software Skills

Work Environment

How much exposure to the following environmental conditions does this position require? Show the amount of time by checking the appropriate boxes below.

- Work near moving mechanical parts (spinning shafts, engines, lifts, etc.): Frequently
- Work in high, precarious places (tall structures, bucket lifts, extension ladders, etc.): Occasionally
- Fumes or airborne particles (painting, sanding, solvents, flying lint or dust particles, etc.): Frequently
- Toxic or caustic chemicals (including potential for chemical spills, etc.): Occasionally
- Outdoor weather conditions (exposure to outdoor heat, cold or inclement weather): Regularly

- Wet or humid conditions (not weather-related, such as greenhouse, carwash, etc.): Occasionally
- Extreme cold (not weather-related, such as freezer, cold storage, etc.): Never
- Extreme heat (not weather-related, such as furnace, kitchen, ovens, etc. where temperature is regularly above 100 degrees F): Never
- Risk of electrical shock (live electrical wires, equipment that retains power after shutoff): Never
- Work with explosives (TNT, dynamite, nitroglycerine, or other related explosives): Never
- Risk of radiation (x-ray equipment, nuclear radiation, electromagnetic radiation, etc.): Never
- Vibration (jackhammer, soil compactor, equipment that creates high vibration, etc.): Occasionally
- Indicate the level of noise that is typical for the work environment for this position by checking the appropriate box below.: Loud (metal can manufacturing department, large equipment, etc.)
- Working Conditions: Outside or inside working environment, wherein there are potential hazardous working conditions and life-threatening situations exists (fire, chemicals, electrical sources, heights, dangerous people, etc.) part of the time.

Physical Demands

Physical Activities

- Stand: Regularly
- Walk: Regularly
- Sit: Frequently
- Use hands to finger, handle, or feel: Regularly
- Reach with hands and arms: Regularly
- Climb or balance: Regularly
- Stoop, kneel, crouch, or crawl: Regularly
- Talk or hear: Regularly
- Taste or smell: Regularly

Weight Lifted

- Up to 10 pounds: Frequently
- Up to 25 pounds: Frequently
- Up to 50 pounds: Frequently

- Up to 100 pounds: Occasionally
- More than 100 pounds: Occasionally

Vision requirements

- Close vision (use of a computer, equipment, or any other work duties that require clear vision within two feet or less).
- Distance vision (driving vehicles or equipment; work duties such as surveying that requires clear vision at twenty feet or more).
- Peripheral vision (seeing 180 while focusing on a given object or area; work duties that require seeing beyond or around the focused vision area).
- Depth perception (ability to utilize three-dimensional vision to judge distances, placement of objects and spatial relationships).
- Ability to adjust focus (work duties that require the ability to adjust the eye to bring an object into sharp focus at various distances or focal lengths).
- Physical Demand: HIGHLY REPETITIVE, HIGHLY PHYSICAL. HIGHLY REPETITIVE type work which requires the CONCENTRATED AND NON-DIVERSIFIED physical demands of the employee.