

Clinton Utilities Board



JOB DESCRIPTION

JOB TITLE: Pump Station Specialist

Status: Non-Exempt

DEPARTMENT: Water & Sewer

RESPONSIBLE TO: W&S Construction Supervisor

JOB CONTENT:

With general direction and supervision this position performs a variety of skilled tasks to install, maintain, test, inspect, repair, service and overhaul mechanical and electrical systems at pump stations and treatment facilities to ensure operations consistently meet all criteria established by Federal and State Regulations. Performs other duties as assigned by Construction Supervisor, including assistance in developing specifications for specialized equipment used, assistance with similar treatment plant projects, SCADA and other system monitoring as well as organizing and maintaining certain W&S department specialized program activities, etc.

Works daily with W&S Crew Members, Construction Supervisor and the general public. Updates various reports, and enters data for spreadsheet development. Within a reasonable period of time must be able to have a thorough knowledge of the operations of CUB's water distribution and wastewater collection systems.

Performs a variety of skilled tasks to maintain, test, inspect, repair and overhaul mechanical, electrical and electronic equipment and systems at pump stations and treatment facilities. Ensures the pump stations' operations meet the criteria established by Federal and State Regulations. Makes inspections, performs preventative and corrective maintenance, keeps detailed documentation relative to operations and maintenance of all pumping station equipment including pumps, motors, piping, valves, meters, etc. as well as electrical components including regulators, transformers, breakers, relays, SCADA and other electronic and control equipment. Maintains all pump station operations and maintenance manuals, including parts listing, for all equipment. Maintains an inventory of certain often-used pump station and equipment parts and materials for expeditious repairs.

DUTIES AND RESPONSIBILITIES:

1. Repairs, overhauls, installs, tests and inspects mechanical and electromechanical equipment at pump stations and treatment plant facilities throughout the CUB's service areas. Performs preventive and predictive maintenance, identifies equipment deficiencies and performs diagnostic testing.
2. Responsible for, or assists in the installation, maintenance, and operation of a large assortment of equipment including but not limited to pumps, piping, valves, motors, controls, radio communication equipment, meters, switchgear, regulators, transformers, VFD's, piping, generators, air compressors, hydraulic and pneumatic systems, monitoring equipment, SCADA and control equipment.
3. Performs electrical work on the CUB's pumping stations and treatment facilities including conduit, wiring, lighting, as well as for residential E-One pump installations and their control panels. Analyzes, isolates faults, maintains and repairs motor control panels and other electrical control equipment.
4. Performs troubleshooting and diagnostic work on a variety of electrical and electronic equipment; makes periodic preventive maintenance inspections of equipment and controls, diagnosing existing or potential troubles; cleans, lubricates, calibrates and adjusts as conditions indicate.
5. Performs miscellaneous skilled tasks to perform duties and responsibilities. Operates a variety of hand and power tools to perform routine maintenance work. Operates specialized equipment to locate and diagnose source(s) of trouble.

6. Performs brush clearing, weeding, raking, litter removal, general clean-up and basic landscape maintenance on and around pump station grounds; removes rust from equipment, piping, etc. and repaints fencing, gates and pump station components as necessary to keep all facilities in a well-maintained condition. Performs general maintenance work including concrete, carpentry work, painting, housekeeping, and general electrical work.
7. Safely operates specific types of CUB vehicles and trailered equipment on streets and highways in all types of weather conditions in accordance with City and State regulations.
8. Responsible for working in a safe manner to ensure safety and safety of others, including entering and working in confined spaces, working with lock-out/tag-out procedures, and working in hazardous environments.
9. Demonstrates good verbal communication skills in use of cell phones, two-way radios and interactions with customers and co-workers, and must possess good writing and data entry skills.
10. Reads and records data of pump run times and alarms. Keeps/maintains accurate and timely logs/records as required of pump station operations, maintenance and repair activities.
11. Knowledge of CUB's service areas (geographical areas) and locations of facilities.
12. Assists in acquiring correct information for ordering parts and maintaining parts inventory. Keeps contact records of specific pump station equipment manufacturers, representatives, material suppliers, chemicals suppliers, including emergency contact information for after-hours work.
13. Requires ability to function effectively and remain calm under emergency situations.
14. Ability to use computers and iPads in relation to work.
15. Maintains equipment in a clean, usable and safe condition at all times.
16. Maintains a well-groomed, professional appearance and conducts himself/herself in a courteous manner.
17. Presents a positive image of CUB and a caring compassionate attitude toward its employees and customers.
18. Performs other related tasks, activities and/or duties as assigned/directed.

KNOWLEDGE, ABILITIES AND SKILLS

Must have considerable knowledge of general equipment maintenance work, including mechanical, electrical and electronic installation, operations maintenance and repair. Must have the ability to prepare and maintain detailed and precise records of work performed in electrical format; interpret SCADA charts, data, gauges and measuring devices; perform various types of electrical operations under many conditions; understand electrical, electronic and mechanical drawings; follow electrical safety practices and lockout-tagout procedures, including procedures that pertain to confined space entry; operate hand and power tools and equipment. Must have general knowledge of principles, techniques, tools and material used in the electrical trade, including operation and maintenance of hand and power tools, test equipment common to the electrical and electronic work, electrical and electronic circuits. Must have knowledge of safe work methods and safety regulation pertaining to the work, especially CUB's policies, rules, regulations and procedures as well as APPA's Safety Manual.

Must possess demonstrated skills in establishing and maintaining effective working relationships with those contacted in the course of work, effectively communicating with people and the ability to deal with customers and other departments tactfully. Individual must possess strong teamwork abilities and be capable of exercising initiative and good judgment in performing duties. Individual should within a reasonable period of time after date of hire be able to work independently in the repair of pumps, motors and control systems.

EDUCATION, TRAINING AND SPECIAL SKILLS:

Must have a high school education or equivalent with training in maintenance, operations and repair of mechanical, electrical and electronic equipment. At least three years of hands-on experience in operation, maintenance and repair of mechanical and electro-mechanical equipment and controls is required. Ability to read and comprehend various equipment manuals, blueprints, schematics, plans and specifications is required. Individual must possess the demonstrated ability to think and react well under pressure and to make independent decisions in a timely manner. To advance in this position individual must possess adequate computer skills and acquire extensive training using all equipment, tools, instruments, etc. necessary to perform any and all work required under this classification.

CERTIFICATES, LICENSES & REGISTRATIONS:

Must maintain a valid Tennessee Driver's License and maintain a valid Tennessee Commercial Driver's License (CDL). Having an electrical license and two (2) or more years of electrical and/or electronic experience in servicing commercial and utility pumping equipment, motors, controls and SCADA equipment are highly desired. Advanced training and working knowledge in electronic component operations and their repair are also highly desired. Experience in PLC logic and programming will also be considered a plus.

INTERNAL AND EXTERNAL CONTACTS:

Frequent contact with employees in the Water and Sewer Department and in other departments of the CUB. Daily contact with the general public and contractors.

PHYSICAL DEMANDS OF JOB:

Must be able to carry, push, pull, reach and lift equipment and parts weighing up to 50 pounds. Ability to bend, stoop, kneel, crouch, crawl and climb during field maintenance and repair work, and work where conditions are cramped and headspace is limited. Must be able to: stand and walk for extended time periods; move about on foot through uneven terrain; work in an environment with dust, dirt, wastewater/sewage and possibly hazardous materials; use a telephone and office equipment such as computers, iPads, printers and copiers; communicate orally with co-workers, contractors and the general public; work extended hours and occasionally change work hours or work overtime; and work on structures up to 50 feet high. Requires hearing and vision to be within normal ranges with or without correction. Requires above normal visual and consistent mental alertness. Must be able to climb steps and work from ladders.

WORKING CONDITIONS:

Works outside a majority of the time, from a CUB vehicle, in CUB and customer facilities, in all kinds of weather. Works inside as necessary in shop/warehouse setting. Subject to hazards, such as asphyxiation, explosions, burns, electrical shocks, falls, high/low temperatures, high humidity, etc. Subject to irregular or extended work hours as necessary and to being called in at any hour in emergency situations. Must be adaptable to changing working hours, working overtime, work environment and learning new skills and techniques as required. Occasionally works under stress in emergency situations.