



PUMP STATION MAINTENANCE OPERATOR

Town of Christiansburg
Public Works Department
Class Code 426

JOB SUMMARY

The pump station maintenance operator is responsible for daily water and sewage pump inspection, routine and preventative maintenance on equipment, and operating and maintaining the water and sewer pump stations. The pump station maintenance operator is not closely supervised and is responsible for making decisions about the repair of equipment.

WORK ACTIVITIES

Daily Inspection Duties

- Drives truck
- Listens to equipment for malfunction*
- Reads and records readings*
- Refers to parts books and manuals to make repairs*
- Inspects generators

Routine Preventative Maintenance Duties

- Replaces worn or broken parts
- Performs services on equipment as specified in equipment manuals, this includes pumps, motors, generators, etc.*
- Once a year takes apart and cleans motors, pumps and valves*
- Calls manufacturer to get updates on equipment

Traffic Light Maintenance Duties

- Works from bucket truck to repair and install signal lights*
- Programs signal lights using a computer*
- Calls manufacturer to set information

Station Maintenance Duties

- Responds to alarm when pumps break down*
- Inspects equipment for malfunction*
- Repairs broken equipment*

Water System Maintenance Duties

- Inspects and maintains fire hydrants
- Performs periodic water system flushing
- Performs routine water system sampling

Other Duties

- Performs construction tasks
- Performs other duties as assigned

Routine Truck Maintenance Duties

- Changes oil
- Performs other minor maintenance

*Denotes Essential Job Function

TOOLS AND EQUIPMENT

- Two-way radio
- Bucket Truck
- Logbooks
- Hand tools
- Vehicles
- Equipment manuals
- Blueprints

JOB CONTEXT

The Pump Station Maintenance Operator works outdoors in all weather conditions. The job requires driving from one station to the next, approximately every 30 minutes. The Pump Station Maintenance Operator works with a partner sometimes and sometimes alone. The workday is scheduled from 8:00 a.m. – 4:30 p.m., Monday through Friday, and 8:00 a.m. – 11:00 a.m. on Saturdays and Sundays. The maintenance operators are on call 24 hr per day, 7 days a week on a rotating schedule. There is a 30-minute break for lunch and two 15-minute breaks during the day. The job requires frequent bending to pick up equipment and to make repairs, and lifting equipment up to 80 pounds. The pumps generate a moderate amount of noise.

WORK PERFORMANCE

After an initial 6-month probationary period of employment, the Supervisor will evaluate the employee's performance. Unsatisfactory job performance may result in an extended probationary period or employment termination. Supervisor will evaluate employee every 328 days. Satisfactory job performance will result in a pay step increase until the final step of the employee's pay grade is achieved.

JOB QUALIFICATIONS

Upon hire, the Pump Station Maintenance Operator must have:

- Reading skills sufficient to read repair manuals and parts books
- Knowledge of mechanics and tools
- Ability to make mechanical decisions without supervision
- Have a valid driver's license
- General knowledge of the maintenance and operation requirements of sewer and water pumping machinery

After hire, the pump station operator must:

- Become familiar with routine repairs and maintenance procedures
- Distinguish sounds between different pumps
- Learn how to program the traffic lights using a computer
- Obtain Class V Waterworks Operator license
- Have knowledge of personnel policies and procedures

SAFETY

The Pump Station Maintenance Operator shall adhere to Town of Christiansburg policies regarding safety precautions and the use of safety equipment that is necessary for the health and safety of all employees and citizens. If a safety concern arises, the employee must stop any life-threatening problem immediately and in other cases immediately inform the employee's supervisor.

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