



James Island Public Service District

Dedicated to Public Service Excellence

DEPARTMENT OF HUMAN RESOURCES

POSITION DESCRIPTION

CLASS TITLE: <i>PUMP STATION TECHNICIAN</i>	CLASS CODE: <i>WW52</i>
DEPARTMENT: Wastewater Services	PAY GRADE: 63
REPORTS TO: Assistant Director of Wastewater Services	FLSA: Non-Exempt
SUPERVISES: N/A	REVISED: 09/19/2019

PURPOSE AND SCOPE:

Under the limited guidance and supervision of the Assistant Director of Wastewater Services, checks lift stations each day and performs minor preventative maintenance duties at stations as directed. Performs and executes all duties within established safety and other applicable regulations, guidelines and procedures.

This position is designated as Essential in the event JIPSD's Emergency Operation Plan is activated. This position is subject to being assigned "on-call" status as needed to accommodate the needs of JIPSD.

ESSENTIAL FUNCTIONS:

% Time (Total of Essential Functions Must Equal 100%)

50% Maintains, inspects, services and repairs all pump stations to assure wastewater is continually pumped from sources to the treatment plant. Inspects pump stations to assure they are operating properly; pulls and cleans pumps; removes debris harmful to pumps. Performs maintenance on all pumps according to schedules set or as necessary. Checks sewer lift stations for proper operation and performs minor repair of pumps, motors, drive assemblies, and electrical control panels associated with stations. Reports major problems found at sites to the Assistant Director of Wastewater Services.

20% Keeps maintenance log on all work done and problems noted. Reviews SCADA and web-based monitors daily to ensure proper operation of monitored stations and corrects problems found. Exercise standby generators to ensure proper operation. Performs drawdown test on pumps to maintain pump efficiency. Records pump run times and other pump station performance criteria daily. Responsible for updating of the sewer lift station data using a computer database, the tracking of maintenance work orders and lift station history of repairs using the maintenance software.

15% Performs routine maintenance on all tools, equipment, and vehicles used in the performance of duties. Maintains areas in and around stations in a clean and orderly condition. Assists in the maintenance and repair of bypass pumps and set up of large and small bypass pumps for lift stations. Performs drawdown test on pumps to maintain pump efficiency. Records pump run times and other pump station performance criteria daily.

10% Disassembles pump and motor systems to allow shop repairs and reassembles systems when repairs are complete.

05% Maintains a twenty-four hour on-call status for a two-week period in rotation with other Wastewater Services Department employees.

100% = Total Essential Functions

MARGINAL FUNCTIONS:

- Assists in pump overhaul and repair.
- Performs other duties as required.

EQUIPMENT:

Light duty truck, backhoe, pumps, hand tools, back brace/support, brooms, brushes, shovels, power blower, scales, steam cleaner, buckets, protective clothing, detergents, solvents, sewer cleaner, filters, hoses, measuring instruments, voltmeter, test panels, hard-hat, safety glasses, chain saw, gas powered generator, air compressor, blueprints, fixtures, gages, rubber boots and gloves, steel toe boots, ear plugs, barricades, radio transmitter and receiver, and SCADA software.

WORKING CONDITIONS:

Working outside most often; inside as required. Subject to wet and humid conditions-contact with water or other liquids and atmospheric conditions with moisture content sufficiently high to cause bodily discomfort. Subject to atmospheric conditions- one or more of the following conditions may affect the respiratory system or the skin: FUMES, ODORS, DUSTS, MISTS, GASES, or POOR VENTILATION. Subject to working in confined space. Access to three (3) pump stations by ladder/winding stairs only.

HAZARDS:

Conditions or situations in which there are risks of danger to life, health or bodily injury. Includes a variety of physical hazards and conditions, such as performing tasks in inclement weather, proximity to moving mechanical parts, electrical shock, gas line explosion, exposure to toxic chemicals and biological agents, and combustible gases.

PHYSICAL DEMANDS CATEGORY:

MEDIUM. Defined in the Dictionary of Occupational Titles as jobs requiring occasional lifting up to 50 lbs., frequent lifts up to 25 lbs., constant lifts up to 10 lbs., and a MET level of between 3.6 to 6.3.

PHYSICAL JOB DEMANDS:

	Not Required	Infrequent	Occasional	Frequent	Constant
		<i>Not on Daily basis</i>	<i>0-33% of shift, 1-100 repetitions</i>	<i>33-66% of shift, 100-500 repetitions</i>	<i>67-100% of shift, 500+ repetitions</i>
Standing			X		
Walking			X		
Lifting			50#		
Carrying			20#		
Push/Pull			20#		
Climbing				X	
Balancing		X			
Bending			X		
Kneeling		X			
Crawling		X			
Reaching			X		
Handling				X	
Squatting		X			
Sitting			X		

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of JIPSD geography, including the location of all pump stations.

Ability to abide by JIPSD's Code of Conduct/Behavioral Standards.

Knowledge of the principles of electricity.

Knowledge of the operation of pumps and generators.

Knowledge of fluid flow principles and piping systems.

Maintains a working knowledge of electronics, electrical circuits and Supervisory Control and Data Acquisition (SCADA) systems.

Ability to read and interpret blueprints.

Ability to communicate well, both orally and in writing.

Ability to work independently and to understand and carry out written and verbal instructions.

Ability to use proper tools necessary to carry out the preventative maintenance functions.

Ability to exert up to 50 pounds of force.

MINIMUM EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS:

- High School Diploma or GED plus five (5) years mechanical and/or electrical experience required.

- Most possess a valid South Carolina Drivers License. CDL Class B with Tanker Endorsement preferred but not required.
- Should possess the following certifications within one year of appointment to this position: South Carolina Wastewater Collection System Level D certification (Level C certification preferred.)

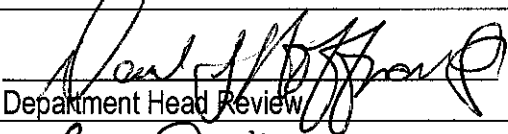
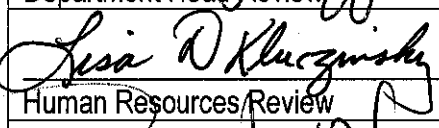
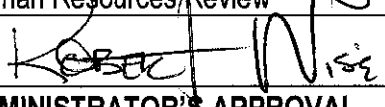
Position incumbents must have successfully completed and possess all of the following specific certifications within eighteen (18) months of the above revised date – or within eighteen (18) months of appointment to this position title. Failure to do so will result in termination of employment:

- NIMS 100PWb - NIMS 700 - NIMS 800

NOTES: _____

The listing of the essential functions in this class specification is representative, not exhaustive. It is not necessarily a detailed description of all work responsibilities, and it does not give exclusive title to every function described. The indicated percentages of time are intended to be a meaningful representation but may vary. All employees entering this position title on or after the Revised Date above will be required to possess the position requirements as specified on this document. Job performance must conform to all JIPSD policies/procedures and Wastewater Department SOGs. This is not a contract of employment and should not be relied upon as such.

MANAGEMENT REVIEW/APPROVAL SIGNATURES:

 Department Head Review	<u>9/23/19</u> Date
 Human Resources Review	<u>9/19/19</u> Date
 ADMINISTRATOR'S APPROVAL	<u>9/23/19</u> DATE

I certify that I have received a copy of this Position Description:

Associate's Name – Please Print Legibly

Associate's Signature

Date

James Island Public Service District is an Equal Opportunity Employer and Provider, An At-Will Employer, and a Drug-Free Workplace. We Participate in E-Verify.