



JOB DESCRIPTION

Title: Maintenance Mechanic/Pump Operator

Department: Water

Reports to: Water Superintendent

Pay Grade: 62

Date Adopted: May 3, 2021

Previous Revision Date:

Last Revision Date: 1993

Type: Full Time

Part Time

FLSA: Exempt Salary

Non Exempt Hourly

Union: Yes

No

Job Summary:

Perform a variety of mechanical and routine technical work in maintenance, repair of equipment, and analysis of charts and meters related to the efficient operation of a water system. Operate pumps.

Essential Functions:

1. Perform maintenance and repairs on water wells, pumps, controls, water lines, chlorine tanks, elevated tanks, reservoirs, and related appurtenances in the system.
2. Monitor and control pump stations, water towers, and valves, using computerized supervisory control and data acquisition (SCADA) operating system.
3. Maintain and repair pumping equipment, distribution of water, metering, charting, and test analysis. Perform housekeeping duties in pump station and maintain a clean atmosphere in the Control Room.
4. Make daily rounds to observe water operations. Prepare daily reports, call-out logs, and records.
5. Conducts computer searches to determine water usage and trends so that proper operating adjustments can be made to the pumping system.
6. Operate light and medium construction and maintenance equipment.
7. Operate well and related pumps and dispatch service. Run tests on water. Clean and lubricate equipment.

8. Maintain water meter records. Keep an up to date inventory of all meters and retired meters. Make any necessary repairs to water meters as needed.
9. May assist crew in the construction, maintenance, and/or repair of the water distribution collection systems, as needed.
10. Must be able to report to work within thirty-five (35) minutes for emergencies under normal driving conditions.
11. Employee must be able to be "on-call".
12. May be required to work extended hours during natural disasters, declared disasters, and similar events.
13. Maintain positive relations with the community. Establish effective working relationships with management, employees, employee representatives, and the public representing diverse cultures and backgrounds.
14. Keep confidential information confidential.
15. Work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors, and any other persons or organizations with whom interaction is required to accomplish work and employer goals.
16. Punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.
17. Perform other work which is consistent with the essential functions of the job.
18. Perform other duties as assigned.

Education and Special License(s)/Certifications:

High school diploma or equivalent.

Must possess a valid driver's license and maintain an insurable driving record.

Possession of or ability to obtain Grade IV Water Operators Certification from the State of Nebraska within twelve (12) months from date of hire required.

Possession of or ability to obtain a Class B commercial driver's license (CDL) with air brakes within sixty (60) calendar days from date of hire preferred.

Possession of backflow certification preferred.

Experience:

Must be eighteen (18) years old.

One (1) year of experience in plant operation, or construction, maintenance, and repair of water lines, pumps, and facilities preferred. (Breaks in service of no more than ninety (90) calendar days shall be considered *de minimums* and shall not be considered in calculating the consecutive years.)

Skills:

1. Good oral and written communication skills.
 2. Good listening skills.
 3. Manual dexterity.
 4. General construction skills.
 5. Good driving skills.
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Mental Requirements:

1. Ability to analyze safety situation.
 2. Ability to make quick decisions.
 3. Ability to stay alert for long periods of time.
 4. Ability to work independently.
 5. Ability to work in a team.
 6. Ability to assess situation and use judgement in responding.
 7. Ability to work under distracting conditions.
 8. Mechanical aptitude.
 9. Alpha/numeric recognition.
 10. Ability to carry out assignments through oral and written instruction.
 11. Ability to take on a leadership role.
 12. Diplomacy and judgement.
 13. Logical reasoning.
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Physical Requirements:

1. Hand, eye, and body coordination to operate light to moderately heavy machinery, equipment and vehicles.
 2. Ability to withstand extreme weather conditions.
 3. Exposure to vibrations.
 4. Ability to transverse rough terrain on foot.
 5. Ability to work with exposure to noise.
 6. Ability to distinguish among colors.
 7. Ability to work at extended heights.
 8. Ability to drive city vehicle.
 9. Ability to lift up to sixty (60) pounds.
 10. Ability to bend, climb, and stoop.
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Supervisory Responsibility (Direct and Indirect):

None

Disclaimer:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed for individuals with this job title. However, this job description is not intended to be an exhaustive list of all qualifications, skills, efforts, duties, responsibilities, or working conditions associated with the position.

Approved:

Tobias J. Tempelmeyer, City Administrator

May 5, 2021