GENERAL STATEMENT OF RESPONSIBILITIES

Under general supervision, this position is responsible for overseeing and maintaining the operation and maintenance of the water pumping station, raw water transmission pipeline, and groundwater treatment and distribution systems. Reports to the Water Treatment Plant Manager.

ESSENTIAL JOB FUNCTIONS

Utilizes a computerized system to oversee, monitor and operate the equipment at four raw water pump stations, two groundwater production wells and associated system of transmission and distribution pipelines; performs inspections and diagnoses problems with pump station facilities, dams, and associated mechanical and electrical equipment; operates sluice gates and flood gates to maintain lake and reservoir levels within prescribed limits.

Responsible for the effective supervision and administration of the Water Pumping Station Technicians including training, performance management, employee relations, prioritizing and assigning work and related activities.

Conducts operational data analysis as well as water quality sampling and testing. Maintains a variety of detailed records and reports pertaining to reservoir elevations, rainfall, raw water pumping, groundwater withdrawal and booster pump station activities. Assists with the preparation of permits required by regulatory agencies such as dam operating permits and emergency action plans.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City’s Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

- **Pump Station Facilities** – Comprehensive knowledge of the principles, practices, and procedures utilized in the operation of raw water pumping station facilities, and in the treatment, pumping, and distribution of groundwater in a community water system.
- **Safety** - Thorough knowledge of occupational hazards, safety precautions, and safety regulations related to the operation of water pump stations, well systems, and associated pipelines.
• **Supervision** - Knowledge of leadership techniques, principles and procedures to assign work, schedule, supervise, train, and evaluate the work of assigned staff.

**REQUIRED SKILLS**

• **Interpersonal Relationships/Customer Service** – Develops and maintains cooperative and professional relationships with employees, representatives from other departments and organizations, and the public.
• **Judgement/Decision Making** – Uses logic and reasoning to understand, analyze, and evaluate situations and exercise good judgment to make appropriate decisions.
• **Technology** – Ability to utilize personal computer applications to include database administration, word processing, spreadsheet, SCADA and related software.

**REQUIRED ABILITIES**

• **Communication** – Excellent ability to communicate complex ideas and proposals effectively so others will understand to include preparation and review of reports, and policies. Excellent ability to listen and understand information and ideas presented verbally or in writing.
• **Coordination of Work** – Ability to plan and organize daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Performs a broad range of supervisory responsibilities over others.

**EDUCATION AND EXPERIENCE**

Requires a high school diploma or GED and 5-7 years of related experience with 2-3 years of lead or supervisory experience preferred, or an equivalent combination of education and experience.

**ADDITIONAL REQUIREMENTS**

An acceptable general background check to include a local and state criminal history check; a valid driver’s license with an acceptable driving record; an acceptable medical and audio evaluation.

Requires a Commonwealth of Virginia Class V Waterworks Operator’s License. Must obtain a U.S. Coast Guard Auxiliary Boating Safety Certificate within 90 days of employment.

**PHYSICAL REQUIREMENTS**

• Tasks require the ability to exert moderate, though not constant physical effort.
• Some combination of climbing and balancing to include climbing ladders, stooping, kneeling, crouching, and crawling.
• Some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (20-50 pounds).

**SENSORY REQUIREMENT**

• Some tasks require the ability to perceive and discriminate colors or shades of color, sounds, odor, depth, and visual cues or signals.
• Some tasks require the ability to communicate orally.
ENVIRONMENTAL EXPOSURES

Performance of essential functions may require exposure to adverse environmental conditions, such as dust, pollen, odors, temperature, weather, and noise extremes, hazardous materials, confined spaces, machinery, vibrations, high voltage electric currents, traffic hazards, toxic agents, water hazards, disease, or pathogenic substances.