



Class Description

Class Title: PUMP STATION SUPERVISOR
Class Code: 220

General Description

The purpose of this job within the organization is to supervise the maintenance and repairs of the City's water/sewer pump stations.

This job works under close to general supervision according to set procedures, but determines how or when to complete tasks.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this job. Management may assign additional functions related to the type of work of the job as necessary.

Essential Functions:

Responds to supervisory control and data acquisition (SCADA) alarms.

Repairs pumps and control systems; performs maintenance pump performance checks.

Conducts regular inspections and visual checks of pump stations.

Collects charts and readings from flow meters.

Performs preventive maintenance routine (changes oil, checks voltage (motor amps) at all pump stations.

Monitors the operation of water/sewer and pump stations.

Repairs pumps as required, including replacement of parts and pump rebuilding.

Additional Duties:

Provides on-call, emergency assistance.

Performs related work as assigned.





Class Description

Responsibilities, Requirements and Impacts

Data Responsibility:

Data Responsibility refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Collects, classifies or formats data or information in accordance with a prescribed schema or plan to facilitate the identification and extraction of useful information.

People Responsibility:

People include co-workers, workers in other areas or agencies and the general public.

Speaks with or signals to people to convey or exchange information of a general nature.

Asset Responsibility:

Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies or small amounts of money.

Mathematical Requirements:

Mathematics requires the use of symbols, numbers and formulas to solve mathematical problems.

Uses basic addition and subtraction, such as making change or measuring.





Class Description

Communications Requirements:

Communications involves the ability to read, write, and speak.

Reads technical instructions, procedures manuals and charts to solve practical problems, such as assembly instruction for tools, routine office equipment operating instructions, and methods and procedures for investigations and in drawing and layout work; composes routine reports and specialized reports, forms, and business letters, with proper format; speaks compound sentences using normal grammar and word form.

Judgment Requirements:

Judgment requirements refer to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.

Responsible for guiding others, requiring frequent decisions, affecting the individual, co-workers and others who depend on the service or product; works in a somewhat fluid environment with rules and procedures, but many variations from the routine.

Complexity of Work:

Complexity addresses the analysis, initiative, ingenuity, concentration and creativity, required by the job and the presence of any unusual pressures present in the job.

Performs semi-skilled work involving set procedures and rules, but with frequent problems; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.

Impact of Errors:

Impact of errors refers to consequences such as damage to equipment and property, loss of data, exposure of the organization to legal liability, and injury or death for individuals.

The impact of errors is moderate – affects those in work unit.





Class Description

Physical Demands:

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

Performs light work that involves walking or standing most of the time and involves exerting up to 20 pounds of force on a regular and recurring basis, or skill, adeptness and speed in the use of fingers, hands or limbs on repetitive operation of mechanical or electronic office or shop machines or tools within moderate tolerances or limits of accuracy.

Equipment Usage:

Equipment usage involves responsibility for materials, machines, tools, equipment, work aids, and products.

Handles or uses machines, tools, equipment or work aids involving some latitude for judgment regarding attainment of a standard or in selecting appropriate items.

Unavoidable Hazards:

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

Bright/dim light; dusts and pollen extreme heat and/or cold; wet or humid conditions; extreme noise levels, animals/wildlife; vibration; fumes and/or noxious odors electrical shock; heights radiation; disease/pathogens toxic/caustic chemicals; explosives and violence.

Safety of Others:

Safety of others refers to the level of responsibility for the safety of others, either inherent in the job or to ensure the safety of the general public.

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.





Class Description

Minimum Education and Experience Requirements:

Requires High School graduation or GED equivalent.

Requires two years' experience in the repair and maintenance of pump station equipment and appendages. An equivalent combination of training and experience (as approved by the department) may be used to meet the minimum qualifications of the position.

Special Certifications and Licenses:

Valid Virginia Driver's License.

Americans with Disabilities Act Compliance

The City of Petersburg is an Equal Opportunity Employer. ADA requires the City of Petersburg to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

