



TOWN OF TAPPAHANNOCK

Job Description

JOB TITLE: PUMP TECHNICIAN
GRADE: \$37,000 - \$45,000 DOQ
FLSA: Nonexempt
DEPARTMENT: General Services
EFFECTIVE DATE: July 2022

MAJOR PURPOSE:

Under general supervision of the General Services Director, provides daily inspections of town's water supply and sewer systems and performs regular maintenance.

ESSENTIAL JOB FUNCTIONS:

- Performs or learns daily inspections of well, pumping, and disinfection facilities on assigned route and records various readings, pump run times, and performance parameters.
- Performs or learns to test and monitor the operation of pumps and motors, starts, and exercises generators, checks fluid levels, and performs distribution system flushing.
- Performs or learns to operate, maintain, and repair facility mechanical equipment, and diagnose operational and mechanical problems.
- Gathers samples and notifies Division Director immediately when something looks wrong.
- Performs or learns to operate, monitor, and record facility operational data including pressures, tank levels, flow rates, production and make necessary adjustment to meet water supply quantity and quality.
- Performs or learns to operate and maintain chemical feed equipment, to include calculating chemical feed dosage rates for water treatment processes.
- Works with other departments as appropriate.
- Engages in safe working practices and complies with safety programs and guidelines.
- Reports unsafe working conditions.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES:

Ability to perform daily inspections of wells, pumping and disinfection (washing down with chorine).

Ability to test and monitor the operation of pumps and motors.

Ability to read samples as to normal versus one showing a potential problem.

Ability to operate, maintain, and repair facility mechanical equipment, and diagnose operational and mechanical problems.

Ability operate, monitor, and record facility operational data.

Ability to operate and maintain chemical feed equipment.

Ability to tolerate and function in an environment that requires the use of respiratory protection devices.

MINIMUM QUALIFICATIONS:

Any combination of education, experience, and training equivalent to graduation from high school.

PREFERRED QUALIFICATIONS:

Aptitude in math.

Prior experience working in a wastewater treatment plant.

Basic knowledge of mechanical maintenance and repair.

REQUIRED LICENSES/CERTIFICATES:

Must possess and maintain a valid Virginia driver's license and have an acceptable driving record

WORKING CONDITIONS:

May be exposed to raw waste

Must have the ability and tolerance to function in an environment that requires the use of respiratory protection devices

May be subject to call-in 24 hours a day

I CERTIFY THAT THE DUTIES AND RESPONSIBILITIES OUTLINED ABOVE REPRESENTS A COMPLETE AND ACCURATE DESCRIPTION OF THIS POSITION.

DATE: _____ SIGNATURE OF TOWN MANAGER: _____