

Summary of Duties: Inspects, operates, and maintains electric water or sewage pumping plants; or supervises such work; and does related work.

Distinguishing Features: An Electric Pumping Plant Operator is responsible for the operation and maintenance of automatic or manually-controlled electric pumping plant equipment at an assigned station or a several locations on an assigned route. Work is normally performed in accordance with prescribed procedures, although in an emergency the employee exercises some independent judgement as to the best course of action. While an employee of this class is not directly supervised, work performed is evaluated by review of operations records and inspection of the equipment assigned. When operations permit, the incumbent may repack pumps and perform running repairs to, or overhaul pumping equipment. An employee of this class may also operate standby internal combustion engine-driven pumps or generators.

A Senior Electric Pumping Plant Operator trains and supervises Electric Pumping Plant Operators in the proper maintenance and operation of automatic or manually-controlled electric pumping plant equipment and standby internal combustion engine-driven pumps or generators. The incumbent is responsible for the operation and maintenance of pumping equipment, recognizing the need for and requesting repair work, and, exercising independent judgment in assigning personnel, applying and enforcing operating procedures, and meeting emergencies.

Examples of Duties: Electric Pumping Plant Operator: Inspects motors, pumps, engines and other control systems for proper operation, temperature, and lubrication; reads charts, meters, and gauges and studies readings for improper plant operations; regulates the flow of water or sewage pumped by an electric pumping plant by opening and closing valves, and starting and stopping pumps; manually checks automatic equipment operation; checks gasoline and diesel stand-by engines by operating them regularly; operates air compressors; cleans low voltage relay and switch contacts; replaces fuses, plant and pilot lights;

Performs mathematical calculations and makes entries in daily, weekly, and monthly log of operations; changes charts and fills pens on flow and pressure recording instruments;

Cleans and lubricates pumping plant equipment; overhauls and installs valves and pipe fittings and makes minor repairs on pump structures; keeps pumping plants and yards clean and orderly; may keep lots neat by weeding, watering, trimming hedges and cutting grass; may chip paint, wire brush and paint machinery, equipment, and piping; may assist mechanics in the installation, major maintenance and repair of

equipment; may drive automotive equipment as an incidental duty;

May operate and maintain sewer ventilation and order control equipment; may operate storm drain and other pumping equipment on an extended shift during rainstorms, fires or other emergencies.

Senior Electric Pumping Plant Operator: Trains, assigns, and supervises Electric Pumping Plant Operators; inspects equipment, buildings, and grounds for proper maintenance and operation; reviews periodic pumping plant reports and charts for evidences of conditions requiring special attention; enforces operating rules and practices; recommends improvements in plant operation and maintenance procedures; requests repairs needed for plants and equipment; arranges work schedules to insure continuous plant operation and maintenance; requests preparation of requisitions for supplies and tools;

Periodically, compiles reports of pertinent information such as power used, quantities pumped, and running time; prepares daily time reports for payroll and cost accounting purposes; may drive automotive equipment;

May perform duties normally assigned to Electric Pumping Plant Operators including recording instrument and meter readings, keeping plant reports, inspecting and lubricating equipment, packing pumps, and other necessary work in regular pumping plant operation; may assist workers in installation, overhaul, and repair work on pumping and related equipment; and may supervise grounds maintenance work.

Both Classes: May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications:

	<u>Electric Pumping Plant Operator</u>	<u>Senior Electric Pumping Plant Operator</u>
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Operation and maintenance of Electric pumping plants and their equipment, including motors, gasoline and diesel engines and generators, pumps, valves, meters, gauges and control systems;

Working Good

Hydraulics as related to pumping plant operations;

Working Good

Qualifications:

	<u>Electric</u>	<u>Senior Electric</u>
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<u>Knowledges:</u>	<u>Pumping Plant Operator</u>	<u>Pumping Plant Operator</u>
Electricity as related to the operation of control panels, switchboards, electric motors, telemetering and other electric equipment used in pumping plants and the hazards involved in working near such equipment;	Working	Good
Safety principles and practices;	Working	Good
City personnel rules, policies and procedures;		Working
Memoranda of Understanding as they relate to subordinate personnel;		Working
Knowledge of the laws and regulations related to equal employment opportunity and affirmative action;		Working
Principles of supervision;		Working
	<u>Electric Pumping Plant Operator</u>	<u>Senior Electric Pumping Plant Operator</u>
<u>Abilities:</u>		
Learn and follow specific operation and maintenance procedures;	X	X
Operate electrically-driven pumping and sewer ventilating equipment;	X	X
Use common hand tools in making adjustments and running repairs on pumping plant equipment;	X	X
Detect by inspection improper operation of equipment and need for repair;	X	X

<u>Abilities:</u>	Electric Pumping Plant <u>Operator</u>	Senior Electric Pumping Plant <u>Operator</u>
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Read watt-hour meters, water flow meters, pressure and vacuum gauges, and other meters, gauges, and recording instruments;

X

X

Perform elementary mathematical functions and keep records;

X

X

Collect data and make reports;

X

Assign, train, supervise, and inspect the work of employees working in various locations;

X

One year of full-time paid experience in electrical or mechanical work involving the operation, maintenance or repair of large machinery such as is found in an engine room on board ship or in an electric pumping plant; or one year of full-time paid experience in the maintenance and repair of gasoline or diesel internal combustion engines as is found in automobiles, buses, trucks or heavy equipment is required for Electric Pumping Plant Operator. Completion of a trade school or college level course in basic hydraulics fluid, mechanics or electricity may be substituted for the required experience.

Two years of experience in the operation or repair of pumping equipment at the level of Electric Pumping Plant Operator is required for Senior Electric Pumping Plant Operator.

License: Both Classes: A valid California driver's license and a good driving record may be required.

Physical Requirements: Both Classes: Strength to perform average lifting up to 35 pounds and occasionally over 70 pounds; body agility and equilibrium involved in activities such as climbing and balancing; arm, hand and finger dexterity (with at least one hand) involved in activities such as reaching, handling and feeling; and good eyesight.

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the person's limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what the duties and responsibilities of any position shall be.