

Utilities Commission
City of New Smyrna Beach, Florida

Job Title: Lift Station Operator Trainee
Department: Water Resources Department
Reports To: Maintenance & Lift Station Supervisor
Revised: 04/2013
Pay Grade: 7 - Non-Exempt, Union

Job Summary

Works under the direction of the Supervisor of Maintenance & Lift Stations and will normally work individually on routine maintenance of lift station grounds, structures and equipment. May also be assigned to a maintenance crew for projects/jobs requiring two or more persons. Receives oral and written instructions on job assignments. Employee performs routine tasks with considerable independence. More difficult tasks will be under the direct supervision of a MM1, MM2, MM3, or Supervisor of Maintenance & Lift Stations. Work is reviewed through observation, inspection, and by results obtained.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Operates automotive and other equipment in the repair and maintenance of lift stations
- Performs routine maintenance on lift station equipment, structures and grounds
- Obtain and read lift station reports generated by SCADA computer and responsible for alerting supervisor to any unusual pump activity discovered by lift station reports.
- Will compose written records, time sheets, and other reports as needed.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Project Management - Communicates changes and progress; Completes projects on time and budget.

Customer Service - Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills - Keeps emotions under control.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification.

Written Communication - Writes clearly and informatively; Able to read and interpret written information.

Change Management - Communicates changes effectively.

Quality Management - Demonstrates accuracy and thoroughness.

Diversity - Promotes a harassment-free environment.

Ethics - Treats people with respect; Keeps commitments; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Planning/Organizing - Uses time efficiently.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness.

Quantity - Completes work in timely manner.

Safety and Security - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

Adaptability - Adapts to changes in the work environment; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan.

Qualifications *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Other Skills and Abilities

- Must be able to work comfortably in wet wells, valve pits, and other confined spaces doing work with hand tools, power tools, and other maintenance equipment, often in awkward positions
- Must be able to use hand tools, power equipment, and other maintenance tools
- Basic knowledge of methods and procedures relative to construction, mechanical maintenance, and equipment used in maintenance.
- Basic knowledge and skill in the use of hand tools, power tools, and mechanical equipment.
- Ability to do accurate written daily reports as needed
- Ability to obtain any license or certificates required by the DER, EPA, Utilities Commission and/or any other regulatory agency when necessary
- Must maintain a home telephone for response to emergency call outs
- Must be capable dealing with the public or customers
- Must be able to be on standby status as assigned

Physical Demands *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this Job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl and talk or hear. The employee is occasionally required to sit and climb or balance. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close, distance, and color vision. Driving is required.

Work Environment *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this Job, the employee is regularly exposed to wet and/or humid conditions; moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals and outside weather conditions. The employee is frequently exposed to high, precarious places.

Education and Experience

High school diploma or GED required.

Certificates, Licenses, Registrations

Must have a valid Florida driver's license and be able to obtain Commercial Drivers License (CDL/ with tanker endorsement) within 6 months from date of hire. Position is subject to driver's license record checks.

Must be able to attain confined space certification prior to promotion to Lift Station Operator.

SAFETY SENSITIVE POSITION

Other Qualifications

Must have a minimum of 1 year experience in maintenance/construction. Position is subject to driver's license record checks. Must pass background check. Subject to call-out requirement (response time of 40 minutes or less) is met as long as there are sufficient employees to adequately cover this duty. If not, standby may become mandatory, and is subject to management right's section of the CBA. Must attend and successfully complete all mandated trainings. Subject to Florida Drug Free Workplace Act.