

Job Class Code: 3510	FLSA Status: Non-exempt
Pay Basis: Salary (Annual)	EEO Category: 7

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to perform responsible work maintaining pump station facilities and equipment. The class is responsible for monitoring condition of stations, preventive and corrective maintenance, facility and area maintenance, logs and reports, assisting or training others, and related duties. The class works according to some procedures; decides how and when to do things under general supervision.

TYPICAL TASKS	
<ul style="list-style-type: none"> • Monitors operation of pump stations and responds to any report of malfunction to restore operation. • Monitors condition of pump station facilities and equipment; performs preventive maintenance and reports any malfunctions or required maintenance. • Repairs or replaces any malfunctioning component or equipment in accordance with policy and procedures. • Cleans and maintains facilities and areas such as picking up trash and cutting bushes and grass. • Assists or trains less experienced workers; leads or oversees work of others as assigned. • Maintains logs and records documenting maintenance activities; monitors supplies, materials, and tools. • Performs routine office tasks, such as typing, filing, faxing, phoning, scheduling, and copying. • Performs other related duties as assigned. 	

GENERAL STANDARDS	
Data Involvement	Copies, transcribes, enters, or posts data or information.
Interpersonal/People Involvement	Persuades or influences others in favor of a service, point of view, or course of action; may enforce laws, rules, regulations, or ordinances.
Reasoning Requirements	Performs skilled work involving rules/systems but solves problems almost constantly.
Mathematical Requirements	Performs addition and subtraction, multiplication and division and/or calculates ratios, rates and percents.
Language Requirements	Reads technical instructions, procedures manuals, and charts to solve practical problems; composes routine and specialized reports, forms, and business letters; speaks compound sentences using normal grammar and word form.
Mental Requirements	Performs clerical, manual, and technical tasks requiring a wide range of procedures and requiring intensive understanding of a restricted field or complete familiarity with the functions of a unit or small division of an operating agency; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.
Decisions/Supervisory Control	Guides others, making frequent decisions, affecting the individual, subordinates, coworkers, and others that depend on the service or product.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS	
Vocational/Educational Requirement	Requires high school diploma or GED and any combination of education and experience equivalent to satisfactory completion of one year of college education.
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of one year of related, full-time equivalent experience.

Special Certifications and Licenses	Requires a valid driver's license and a driving record that is in compliance with City Driving Standards. Special skills or equipment certification will be required.
Special Requirements	Performance of essential functions may require exposure to confined spaces. Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.

Revised 04/07/20