

<b>Job Class Code: 3500</b>	<b>FLSA Status: Non-exempt</b>
<b>Pay Basis: Salary (Annual)</b>	<b>EEO Category: 7</b>

**GENERAL DESCRIPTION OF CLASS**

The purpose of the job classification (class) is to maintain pump station facilities and equipment. The job class is responsible for monitoring condition of stations, preventive and corrective maintenance, facility and area maintenance, logs and reports, and related duties. The job class works according to some procedures; decides how and when to do things under general supervision.

<b>TYPICAL TASKS</b>	
<ul style="list-style-type: none"> <li>• Monitors operation of pump stations and responds to any report of malfunction to restore operation.</li> <li>• Inspects and monitors condition of pump station facilities and equipment; performs preventive maintenance and reports any malfunctions or required maintenance.</li> <li>• Operates specialized motor equipment to support City operations such as pumping, hauling, wet well cleaning, and other specialized operations.</li> <li>• Repairs or replaces any malfunctioning component or equipment in accordance with policy and procedures.</li> <li>• Cleans and maintains facilities and areas such as picking up trash and cutting bushes and grass.</li> <li>• Maintains logs and records documenting maintenance activities.</li> <li>• Performs routine office tasks, such as typing, filing, faxing, phoning, and copying.</li> <li>• Performs other related duties as assigned.</li> </ul>	

<b>GENERAL STANDARDS</b>	
<b>Data Involvement</b>	Compares or inspects items against a standard.
<b>Interpersonal/People Involvement</b>	Gives information, guidance, or assistance to people to directly facilitate task accomplishment; may give instructions or assignments to helpers or assistants.
<b>Reasoning Requirements</b>	Performs semi-skilled work involving set procedures but solves frequent problems.
<b>Mathematical Requirements</b>	Performs addition and subtraction, multiplication and division and/or calculates ratios, rates and percents.
<b>Language Requirements</b>	Reads routine sentences, instructions, regulations, procedures, or work orders; writes routine sentences and completes routine job forms and incident reports, speaks routine sentences using proper grammar.
<b>Mental Requirements</b>	Performs manual and technical tasks prescribed by standard practices but which may require computation, the use of several procedures, and the use of independent judgment with obvious choices; requires normal attention for accurate results.
<b>Decisions/Supervisory Control</b>	Guides others making a few decisions, affecting the individual and a few coworkers.

<b>EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS</b>	
<b>Vocational/Educational Requirement</b>	Requires high school diploma or GED and any combination of education and experience equivalent to satisfactory completion of one year of college education.
<b>Experience</b>	In addition to satisfying the vocational/education standards, this class requires a minimum of six months of related, full-time equivalent experience.
<b>Special Certifications and Licenses</b>	Requires a valid driver's license and a driving record that is in compliance with City Driving Standards. A Class A Commercial Driver's License (CDL) is required within six months of hire. Special skills or equipment certification may be required, including. Tanker endorsement.

**Special Requirements**

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. Performance of essential functions may require exposure to confined spaces.

**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 10/21/2019