

<b>Job Class Code: 3560</b>	<b>FLSA Status: Exempt</b>
<b>Pay Basis: Salary (Annual)</b>	<b>EEO Category: 2</b>

**GENERAL DESCRIPTION OF CLASS**

The purpose of the class is to plan and oversee the operation and maintenance of the City’s wastewater pumping system. The class is responsible for planning and assigning activities, supervising related operations, conducting field inspections, coordinating with staff, and administering contracts. The class works within broad policy and organizational guidelines; independently plans and implements projects; reports progress of major activities through periodic conferences and meetings.

<b>TYPICAL TASKS</b>
<ul style="list-style-type: none"> <li>• Plans and assigns activities for the operation, maintenance, and repair of wastewater pumping stations, force mains, and related equipment.</li> <li>• Supervises subordinate staff in order to facilitate tasks, meet goals, and provide efficient services.</li> <li>• Reviews plans and conducts field inspections in order to ensure the reliability and dependability of equipment and wastewater pumping operations.</li> <li>• Coordinates with staff, contractors, engineers, other department personnel, agencies, vendors, and the general public regarding wastewater pumping issues.</li> <li>• Administers contracts for electrical, mechanical, and other services including preparing specifications and documentation.</li> <li>• Prepares and maintains various reports and other documentation including schedules and activity logs.</li> <li>• Assists with preparing budget and expenditure information, writing specifications, and reviewing bids and plans for contracted work.</li> <li>• Performs related tasks as necessary such as developing related policies and procedures.</li> <li>• Performs other related duties as assigned.</li> </ul>

<b>GENERAL STANDARDS</b>	
<b>Data Involvement</b>	Coordinates or determines time, place or sequence of operations or activities based on analysis of data or information and may implement and report on operations and activities.
<b>Interpersonal/People Involvement</b>	Supervises or leads others by determining work procedures, assigning duties, maintaining harmonious relations, and promoting efficiency.
<b>Reasoning Requirements</b>	Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization.
<b>Mathematical Requirements</b>	Uses mathematics involving the practical application of fractions, percentages, ratios and proportions or measurements, logarithmic, or geometric construction; may use algebraic solutions of equations and inequalities; descriptive statistics; deductive geometry, plane and solid, and rectangular coordinates; mathematical classifications or schemes.
<b>Language Requirements</b>	Reads journals, manuals, and professional publications; speaks informally to groups of coworkers, staff in other organizational agencies, the general public, and people in other organizations; composes original reports, training and other written materials using proper language, punctuation, grammar, and style; presents training programs.
<b>Mental Requirements</b>	Performs professional level work requiring the application of scientific, engineering, accounting, or managerial methods in the solution of technical or administrative problems; applies extensive understanding of operating policies and procedures to solve complex problems and coordinates sub-professional work in these disciplines; requires continuous, close attention for accurate results and frequent exposure to unusual pressures.

<b>Decisions/Supervisory Control</b>	Makes decisions as a significant part of the job, affecting a large segment of the organization and the general public; assists in developing policies and practices.
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**EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

<b>Vocational/Educational Requirement</b>	Requires any combination of education and experience equivalent to an associate degree in Engineering Technology, Construction Technology, or a closely related field.
<b>Experience</b>	In addition to satisfying the vocational/educational standard, this class requires a minimum of five years of directly 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.

**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.*