

# PUMP MAINTENANCE CREW LEADER

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Position Code: 1645

WC Code: 7580

FLSA Status: Non-Exempt

Pay Grade: 351

Location: Public Services

Approval Date: 2018

## **General Statement of Duties**

Performs difficult skilled work coordinating a small crew in the operation, maintenance and repair replacement of machinery and equipment in the sewer pumping stations and wastewater treatment plants.

## **Distinguishing Features of the Class**

An employee in this class is responsible for leading a small crew or workers engaged in the operation, maintenance and repair of large and specialized equipment and machinery in sewer pumping stations. Work involves responsibility for directing a crew in the maintenance and repairing of motors, chemical pumps, and other related equipment. Work involves participation in and supervision over projects that require knowledge of trade skills in mechanical and plumbing areas. The employee is subject to hazards associated with wastewater and mechanical operations including working in both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as loud noises, vibrations, moving mechanical parts, electrical current, working on scaffolding, exposure to chemicals fumes, odors, dusts, mists, gases, poor ventilation and oils. Work around raw sewage is also subject to the final standards of OSHA on blood borne pathogens. Work also requires on-call and call-back duties. Work is performed under general supervision. Work is evaluated in terms of effectiveness in returning equipment to proper operating conditions within given time schedules, and overall effectiveness of system performance.

## **Duties and Responsibilities**

Coordinates and participates in the work of a crew in maintaining, replacing and repairing pumps, motors and hydraulic systems and other apparatus and equipment.

Supervises, plans and participates in regular preventive maintenance inspections such as checking and lubricating bearings, gear boxes, checking and replacing filters, cleaning out wet wells, packing pumps, mowing and other preventive maintenance activities.

Oversees, troubleshoots, diagnoses and repairs parts or equipment due to failure.

Supervises and participates in the dismantling and overhaul of various equipment; cleaning, replacing and repairing gauges, grit collectors, grinders, pumps, diffusers, engines, and blowers.

Coordinates rebuilds and overhauls of defective parts and machinery, instrumentation and equipment; maintains and services electrical generators for emergency power sources during outages.

Maintains and tracks inventory; deals with vendors.

Ensures the inspection and maintenance of safety equipment.

Maintains appropriate reports and documentation.

Operates heavy and light equipment.

Investigates, addresses and resolves public inquiries and complaints.

Ensures that vehicles and equipment are inspected and maintained.

Coordinates and participates in ground, lawn and facility maintenance.

Performs or participates in performing more difficult tasks.

Assist in the evaluation of crews for annual performance reviews.

Performs related duties as required.

## **Recruitment and Selection Guidelines**

### **Knowledge, Skills and Abilities**

Considerable knowledge of the installation, repair and maintenance of the mechanical, plumbing and hydraulic components of pumping stations.

Working knowledge of the occupational hazards and necessary safety precautions of the work.

Working knowledge of the tools, parts and methods associated with diagnosing, repairing and maintaining equipment.

Working knowledge of state laws regulating wastewater and the standard procedures necessary to meet permitted requirements.

Knowledge of Town engineering specifications.

Skill in the use and care of tools of the trade.

Skill in the use of heavy construction equipment.

Ability to assign and supervise the work of others.

Ability to detect malfunctioning of pumps and motors by observation, sound and chart readings, and to take proper remedial action.

Ability to read and follow schematic drawings, blueprints and written and oral instructions.

Ability to establish and maintain effective working relationships with co-workers, supervisors and the general public.

Ability to prepare, maintain and keep accurate records and reports.

### **Physical Requirements**

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, reaching, walking, pushing, pulling, lifting, fingering, grasping, feeling, hearing and repetitive motions.

Must be able to perform heavy work exerting up to 100 pounds of force occasionally; and/or up to 50 pounds of force frequently; and/or up to 20 pounds of force constantly.

Must possess the visual acuity to operate machines and equipment including close inspection of moving and small parts, using measurement devices, perform assembly and fabrication of parts, prepare maintenance records and operate a computer terminal.

### **Minimum Education and Experience**

An Associate's Degree from an accredited community college and three to five years of directly related experience; or a High School diploma or GED and five to seven years of directly related experience; or an equivalent combination of education and experience.

### **Special Requirements**

North Carolina Sewer Collections Grade II and Water Distribution Grade B Certificates

Possession of a valid North Carolina Commercial Driver's License Class B