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West Travis County Public Utility Agency  
Job Description

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## **PUMP AND ELECTRICAL OPERATOR I/II**

**CATEGORY:** Hourly

**FLSA:** Non-Exempt

### **SUMMARY OF POSITION**

- The Pump and Electrical Operator performs a wide variety of skilled, journeyman-level duties in the installation, maintenance, repair and servicing of mechanical, electrical and electronic equipment, devices and machinery used in the operation of the WTCPUA's water storage and distribution system and the wastewater collection and transmission system; and performs related work as assigned.

### **ORGANIZATIONAL RELATIONSHIPS**

- Reports to: Pump and Electrical Supervisor
- Directs: None.
- Other: Agency contact with vendors, consultants, contractors, developers, property owners, and wholesale and retail customers.

### **DUTIES AND RESPONSIBILITIES**

- Performs a variety of skilled, journeyman-level duties involved in the inspection, diagnosis, troubleshooting, maintenance, repair and servicing of water distribution and wastewater collection equipment, components, facilities and machinery, such as pipes, tubes, rods, seals, shafts, stuffing boxes, gears, motors, bearings, couplings, valves and pumps; tests and monitors equipment and machinery for vibration, bearing temperature and output capacity.
- Inspects, maintains and repairs pumps, valves, motors and other equipment located in lift stations and other points within the wastewater collection and transmission system.
- Inspects, maintains and repairs pumps, valves, motors and other equipment located in pumping stations and at water storage facilities.
- Disconnects electrical sources, uses lockout/tagout procedures to block electrical sources; reconnects and operates equipment at panel for maintenance purposes.
- Tests, troubleshoots, calibrates and performs preventive maintenance on a variety of complex electronic instruments and devices.
- Operates dump trucks, boom trucks, forklifts, compressors, cranes, jackhammers, portable and stationary generators, pneumatic, hydraulic and electric tools, and related tools and equipment, and commercial vehicles.

- Follows WTCPUA safety policies and procedures.
- Follows written and oral instructions.
- Obtains and maintains licenses/certifications to perform work assignments.
- Responds to after hour calls during an emergency when requested.
- Coordinates with WTCPUA staff, consultants and other agency vendors on WTCPUA operational issues and matters.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Practices, methods, techniques, tools and equipment used in the installation, maintenance and repair of mechanical equipment and machinery common to water distribution and wastewater collection systems per WTCPUA policies and TCEQ regulations.

Ability to work outside in various conditions and terrain. Ability to lift 50 pounds alone and up to 100 pounds with assistance. Ability to stand, stoop, kneel or sit for long periods of time. Ability to climb in and out of confined areas. Knowledge and ability to drive heavy construction equipment. Ability to adapt to new technology, new methods and changing conditions. Ability to interact well with the public and coworkers.

### **ACCEPTABLE EXPERIENCE AND TRAINING**

Pump Electrical Operator I – Graduation from high school, or G.E.D. equivalent; and two years of journeyman-level experience in the installation, maintenance and repair of pumping equipment, including valves, pumps and motors; or an equivalent combination of training and experience.

Pump Electrical Operator II – Four (4) years of related mechanic's experience. This is an advanced journeyman-level class. Incumbents at this level are distinguished from other classes by the level of responsibility assumed and the complexity of duties assigned. A Pump Electrical Operator I may be considered for advancement to Pump Electrical Operator II after demonstrating proficiency to perform the full range of duties of the latter class.

### **CERTIFICATES AND LICENSES REQUIRED**

Must have a valid Class C Texas driver's license.