

**City of Vicksburg**  
Job Description

**Job Title: Lift Station Operator**

Department: **Sewer**

Reports To: Sewer Supervisor

FLSA Status: N

Prepared By: TMJ Prepared

Date: 1/8/18

Approved By:

Approved Date:

### **Summary**

Maintenance and operation of wastewater lift stations. To do general maintenance of building grounds and equipment surrounding the wastewater lift stations.

### **Essential Duties and Responsibilities**

include the following operation and maintenance of wastewater lift stations. Other duties may be assigned.

Safety when entering manholes, or wet wells, or any confined work space around sewage. Safety when working around heavy equipment; when moving or transporting heavy equipment; when working with electricity; when using both hand and power tools; when operating equipment or driving. First aid and CPR training.

Checking each of the twenty-eight (28) lift stations daily to ensure the operation of all equipment on each station so the normal flow of wastewater is not interrupted.

Implementing emergency procedures on each lift station in the event of the malfunction of either primary pumping equipment or any auxiliary equipment.

Troubleshooting for the cause of any malfunction and effecting repair pumps or any related equipment of each station.

Maintenance and repair of all the different types of sewage pumps in use.

Maintenance and repair of single phase and three phase heavy duty electric motors and their electrical control panels

Maintenance and repair of all types of sump pumps in use at each station.

Maintenance and repair of all gate valves, check valves, and plug valves on each station.

Maintenance and repair of all pump-to-motor couplings, drive shafts and carrier bearing on all stations.

Maintenance and repair of all station wet wells, force mains, and suction lines.

Maintenance and repair of all the various wet well level sensing systems in use.

Maintenance and repair of automatic vacuum priming systems

Maintenance and repair of miscellaneous specialized systems (i.e., fresh water packing lubricant system, automatic force main drain back system, and wet well blow back systems.)

Maintenance of station heating, (i.e., oil furnace, gas furnace, electric heaters, and dehumidifiers)

Doing general maintenance work to the building, equipment, and the grounds

Sweeping and cleaning station.

Supervisory Responsibilities

Provide training for apprentice level positions.

Directs a work crew in safe manner to complete assigned tasks.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each **essential** duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

High school diploma or general education degree (GED) preferred; At least one-year experience operating/maintaining pumping facility and/or distribution systems OR

Two-three years of basic computer skills.

Knowledge of wastewater systems

Skilled in providing customer service

Skilled in handling multiple tasks simultaneously

Skilled in applying independent judgement, personal discretion, and resourcefulness in interpreting and applying guidelines.

### **Language Skills**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

### **Mathematical Skills**

Ability to add., subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**Reasoning Ability**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills

No skills needed.

**Certificates, Licenses, Registrations**

Valid driver's license

**Other Skills and Abilities**

None.

**Other Qualifications**

Must be in good physical shape. Overtime, alternative work schedules, and on call work status may be assigned if needed.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. The employee must regularly lift and /or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus.