



CITY OF SENECA
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City of Seneca – Position Description

ASSISTANT LIFT STATION OPERATOR

GENERAL PURPOSE

Inspects and maintains proper operation of water booster stations and sewer lift stations, performs other maintenance & troubleshooting work as needed. Reports to the Lift Station Operators.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injuries or illnesses.

ELECTRICAL KNOWLEDGE AND ABILITIES

Possesses knowledge of electrical terms, function, and drawings. Is able to take voltage and amp readings to trouble shoot and diagnose electrical problems. Is able to read and interpret electrical control drawings. Is able to discuss plans with engineers. Can rebuild electrical motor contactors. Is able to bend, cut, and thread electrical conduit. Installs and programs telemetry for lift station alarm notifications. Possesses knowledge of variable frequency drives, switch gears, transformers, and distribution panels. Performs maintenance on lights by replacing bulbs, ballasts, or whole lighting fixtures. Replaces faulty switches and receptacles.

MECHANICAL KNOWLEDGE ABILITIES

Possesses knowledge of lift and pump station appurtenances such as: electrical motors, sump pumps, pressure regulators, check valves, altitude valves, isolation valves, surge valves, air release valves, pneumatically operated valves, electrically operated valves, pneumatic pumps, pneumatic controls, bubbler systems, vacuum pumps, positive displacement pumps, centrifugal pumps, repair bands, sewer mains, water mains, clarifiers, flocculators, defused air filtration system, filters, clear wells, elevated tanks, telemetry, flow meters, turbidity meters, and sample pumps.

DUTIES AND RESPONSIBILITIES FOR SEWER LIFT STATIONS

- Logs onto Omni Site website daily to view pump cycles and gallons per minute calculations to evaluate problem stations that need immediate attention
- Inspects sewer lift stations on a daily basis to make sure they are functioning properly
- Pulls pumps to inspect impellers for wear or debris
- Clears floats of grease and debris, and makes sure the working properly
- Uses a pumper truck to remove grease and debris from the wet well as needed
- Inspects check valves for debris and replaces them as needed
- Replaces broken mechanical seals and plumbing
- Greases bearing for pumps and check valves as needed
- Keeps up yard maintenance around the station with a push mower and a weed eater
- Keeps small limbs trimmed off of fences and easements with a pair of loppers

- Replaces Faulty fuses, switches, circuit breakers, contactors, relays, timers, floats, exhaust fans, heaters, thermostats, bubbler compressors, vacuum pumps, solenoids, electrodes, and wiring
- Responds to Emergency calls from telemetry system for all station failures
- Takes care of backup generators for lift stations by making sure fuel, oil, and coolant levels are sufficient
- Makes sure generators are exercised once per week and maintenance such as oil and filter changes are performed once per year
- Enters into confined spaces to maintenance underground pumps and check valves
- Logs maintenance performed on all stations and generators into Omni Site and keeps a written log in a filing cabinet

DUTIES AND RESPONSIBILITIES FOR WATER BOOSTER STATIONS

- Inspects booster stations every other day for leaks, faulty equipment, and vandalism and reports any problems to the Water Supervisor
- Replaces any leaking seals and gaskets
- Makes sure telemetry is functioning properly
- Replaces light bulbs, ballasts, or whole lighting fixtures
- Greases bearings for electrical motors
- Makes sure pumps and controls are working properly
- Keeps facilities free of trash, dust, and debris
- Replace fuses and reset breakers for pumps and control panels
- Makes sure pressure gauges are functioning properly
- Makes sure heaters, exhaust fans, and thermostats are working properly
- Responds to emergency calls such as: Low suction pressure, Power failure, Pump failures, or busted water mains requiring the pumps to be shut off

DUTIES AND RESPONSIBILITIES FOR ELEVATED WATER TANKS

- Inspect tanks at least once a month for leaks, faulty equipment, and signs of vandalism and report any problems to the Water Supervisor
- Make sure telemetry and controls are working properly
- Inspect valve pits and altitude valves
- Keep grounds free of trash and debris
- Make sure fences are not damaged
- Make sure locks are working properly
- Make sure gauges on the side of the tanks are working properly

DUTIES AND RESPONSIBILITIES FOR THE WATER PLANT

- Assists Water Plant maintenance with repairs
- Works on multiple control panels
- Makes repairs on heaters and AC systems
- Checks, programs, and resets variable frequency drives
- Works on Defused Air Filtration System
- Works on positive displacement pumps and plate press for the sludge process
- Replaces belts on air compressors and exhaust fans
- Works on chemical and sample pumps
- Works on flocculators
- Works on filter valves
- Replaces solenoids for Ross valves
- Works on flow meters
- Works on level indicators

OTHER DUTIES AND ABILITIES

- Assists with repairs to water mains and services
- Assists with gravity sewer repairs and maintenance
- Assists line crews to restore primary power to lift stations
- Works with engineering department on designs for new lift stations
- Have the ability to operate a backhoe or mini excavator
- Flagging traffic
- Setting up cones, barricades, and signs for repairs being made near public roads

EDUCATION, EXPERIENCE, AND LICENSE REQUIREMENTS

- High School Diploma or GED
- "D" certification in Sewer Collection within first two years of employment
- "D" certification in Water Distribution within first two years of employment
- Have a valid SC driver's license

TOOLS AND EQUIPMENT USED

- Motorized vehicles and equipment such as fork lifts, backhoes, mini excavators, trenchers, automobiles, front end loaders, pickups, air compressors, pressure washers, tamps, chainsaws, pipe saws, pumps, and generators.
- Hand tools may include shovels, wrenches, hammers, screw drivers, pliers, hand saws, circular saws, drill motors, hand pumps, amp meters, and volt meters

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described are representative of activities required and encountered while performing the essential functions of this job. Reasonable accommodations may be made to allow individuals with disabilities to perform these essential functions.

- The employee is regularly required to use their hands to feel, handle objects, and operate tools, controls, and reach with hands and arms. The employee is frequently required to stand, talk and hear. The employee is occasionally required to walk, sit, climb, balance, stoop, kneel, crouch, crawl, or smell.
- The employee must frequently lift and/ or move up to 25 pounds and occasionally lift and/ or move up to 100 pounds.
- The employee is expected to work as many hours per day as necessary.
- Specific vision abilities required by this job include: close vision, distant vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- The employee regularly works in all outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/ or humid conditions. The employee occasionally works in high, precarious places and is occasionally exposed to fumes, air born particles, toxic or caustic chemicals, and at risk of electrical shock.
- The noise level in the work environment is occasionally loud.

The duties listed above are intended only as illustrations of various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.