

PUMP STATION OPERATOR

Public Works | Pollution Control | Collections



JOB RESPONSIBILITIES

Terrebonne Parish Consolidated Government's Pump Station Operator is responsible for regular maintenance, inspections, and repairs on lift stations and related equipment to ensure smooth operations of the wastewater system.

JOB OVERVIEW

PAY TYPE

Non-Exempt (Hourly)

SCHEDULE

Monday to Thursday

Must be willing to work overtime including nights, weekends, and holidays.

SHIFT

6:30 a.m. to 5 p.m.

LOCATION

Pollution Control Facility – St. Louis Canal Road

REPORTS TO

Operations Supervisor – Pump Station

PHYSICAL DEMANDS

Lift up to 50 lbs. (medium)

WORK ENVIRONMENT

Indoors and outdoors in various climates and conditions, including exposure to wastewater, noise, heat, cold, dust, chemicals, and other hazardous conditions.

EMERGENCY EVENTS

Required to work during emergency events.

REQUIREMENTS

Valid Louisiana driver's license

Must maintain home phone service for emergency call-out purposes.

LA DHH-OPH Wastewater Collection Certification IV or ability to obtain

In this role, the incumbent will be expected to performing general maintenance and repairs on wastewater pumping equipment, conduct ground maintenance, temporarily replacing other pump station operators, and assisting the line crew when required.

The role also involves adhering to safety protocols, interpreting instructions, and comprehending the operation of wastewater pumping systems.

The employee must be available for emergency call-outs and perform other duties as assigned by the supervisor to ensure the smooth operation of the wastewater system.

JOB DUTIES

- Attend daily meetings with the Operation Supervisor to discuss and receive tasks for the day.
- Perform daily cleaning and preventative maintenance on lift stations assigned to the route.
- Complete daily work orders after performing work and ensure all necessary information is accurately recorded.
- Conduct general maintenance and repairs on lift stations.
- Perform weekly maintenance and inspections on lift stations across the assigned route.
- Conduct routine equipment maintenance and servicing to ensure optimal performance.
- Complete vehicle checklist and address any necessary repairs or issues with the vehicle. Maintain vehicle cleanliness.
- Attend weekly meetings with the Collections Superintendent to review work progress and discuss upcoming tasks.
- Procure equipment and tools required for work.
- Replace or maintain check valves, belts, and pumps as needed.
- Troubleshoot issues with the control panel and communicate necessary repairs to the electrician.
- Provide support to other positions within the department.
- Assist with locates and respond to any urgent task as needed.
- Participate in safety meetings and ensure safety protocols are followed.
- Participate in quarterly One-on-One meetings with Supervisor.
- Complete all required annual trainings—including ethics, harassment prevention, diversity, and cybersecurity—in accordance with organizational and regulatory standards.
- Ensure all duties and responsibilities are performed with integrity, professionalism, and in good faith, consistently upholding and protecting the interests, reputation, and assets of the Parish government.
- Perform any additional task as required by Supervisor.

SKILLS AND QUALIFICATIONS

- **Leadership Skills:** Ability to work closely with other team members and departments, especially when temporarily replacing other pump station operators or assisting the line crew. Coordinating tasks and ensuring everyone is aligned with daily, weekly, and emergency responsibilities is essential.
- **Time Management:** Ability to manage time effectively, especially when balancing daily, weekly, monthly, and emergency tasks while ensuring all maintenance activities are completed on schedule.
- **Analytical Skills:** Ability to identify issues in equipment, such as control panel malfunctions, and effectively communicate necessary actions to electricians or supervisors for resolution.
- **Communication Skills:** Strong verbal communication skills for are needed to report issues, complete work orders, collaborate with team members, and participate in meetings with supervisors.
- **Organizational Skills:** Ability to accurately fill out work orders, maintenance logs, and reports to document completed tasks and any issues encountered.
- **Technical Skills:** Ability to troubleshoot, maintain, and repair wastewater pumping equipment, lift stations, pumps, check valves, belts, and control panels. A solid understanding of mechanical systems is crucial for ensuring equipment is operational. Familiarity with using work order systems or other computer software to log tasks, track maintenance schedules, and report issues.
- **Qualifications:**
 - High school diploma or equivalent (GED) required.
 - Minimum of one (1) year of mechanical experience preferred.

