



City of Tempe

OPERATIONS & MAINTENANCE SPECIALIST – TEMPE TOWN LAKE

JOB CLASSIFICATION INFORMATION

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| <i>Job Code:</i> | 554 | <i>FLSA Status:</i> | Non-Exempt |
| <i>Department:</i> | Municipal Utilities | <i>Salary / Hourly Minimum:</i> | \$30.060096 |
| <i>Supervision Level:</i> | Non-supervisor | <i>Salary / Hourly Maximum:</i> | \$40.581250 |
| <i>Employee Group:</i> | NSU | <i>State Retirement Group:</i> | ASRS |
| <i>Status:</i> | Classified | <i>Market Group:</i> | Plant Operator+ SBP |
| <i>Drug Screen / Physical:</i> | Y | | Y |
| | | <i>EEO4 Group:</i> | Technicians |

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS

Receives general supervision from the Water Utilities Operations Manager assigned to the Tempe Town Lake, or from other supervisory staff.

MINIMUM QUALIFICATIONS

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| <i>Experience:</i> | Three years of experience in operating raw water storage, water/wastewater treatment, and/or transmission facilities. Experience in maintaining and operating hydraulic systems, instrumentation and control systems is preferred. |
| <i>Education:</i> | Equivalent to an Associate’s degree from an accredited college or university with major course work in Engineering, Construction Management, electronics technology, electrical technology, or degree related to the core functions of this position. |
| <i>License / Certification:</i> | <ul style="list-style-type: none"> ● Must possess and maintain of a valid driver’s license. ● Possession of Grade I water distribution, and/or Grade I water treatment certifications issued by the State of Arizona or its equivalent in another state or jurisdiction (reciprocity) is preferred. |

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To perform a variety of complex technical duties related to the operation and maintenance of Tempe Town Lake, dam, and associated infrastructure.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Operate and evaluate Tempe Town Lake, dam, and associated infrastructure in a self-directed manner, and with sufficient professional judgment to achieve organizational goals and objectives;
- Evaluate and provide support and technical expertise on operation and safety issues related to Tempe Town Lake, hydraulic dam, and associated infrastructure; perform analysis of methods and procedures and recommend improvements and modifications;
- Monitor inflows to maintain lake level and prevent flooding during high flow events or storm events;
- Design and/or modify existing equipment and systems as needed; prepare reports and sketches of installations or changes;
- Conduct field inspections and perform condition assessment activities associated with equipment, structures and systems of Tempe Town Lake, hydraulic dam, and associated infrastructure;
- Monitor and inspect major and minor mechanical equipment, minor electrical systems, and instrumentation and control systems used in the operation and maintenance of Tempe Town Lake dam, and associated infrastructure to determine need for repair; analyze malfunctions and makes repairs and adjustments to specialized equipment;
- Use Computer Maintenance Management System (CMMS) and other software programs to monitor and manage assets, update asset related data, and work activities;
- Collect and interprets basic water quality, quantity measurements, and instrument conditions, track data and provides analysis of trends observed;
- Schedule and performs preventative maintenance; inspect work of contractors and third party maintenance vendors;
- Monitor and operates computerized control and monitoring systems to include Supervisory Control and Data Acquisition (SCADA);
- Maintain technical records of operations, maintenance and repairs and prepares related reports;
- Read and interprets technical and operation manuals, maps, as-builts, blueprints, sketches, and diagrams;
- Assist with the preparation of work section budget; monitor, review, and control expenditures;

- Respond verbally and in writing to requests and inquiries from the general public and other city departments; investigate complaints and recommend corrective action as necessary for resolution;
- Interpret, explain, and enforce federal, state, county, and city laws, rules and regulations on issues concerning federal, state, and local agencies to maintain compliance;
- Demonstrate superior seamless customer service by coordinating workgroup activities with other divisions, city departments, and outside agencies with the commitment to innovation and integrity;
- Produce written documents that meet management expectations;
- Represent Municipal Utilities with outside groups, other city divisions, customers and business partners;
- Perform related duties as assigned;
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Lift heavy objects weighing up to 50 lbs.;
- Use power tools (i.e. drills, saws and grinders);
- Use tools (i.e. screwdrivers, wrenches and hammers);
- Operates computers, calculators and other office machines;
- Exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.;
- Exposure to hazards of electrical shock, falls, noise, equipment operation, etc.;
- Exposure to chemicals, petroleum products, cleaning agents, fumes, etc.;
- May require working extended and evening and weekend hours;
- May require working alone for extended periods of time;
- Resolve work related problems involving time constraints.

COMPETENCIES

| <i>CLASSIFICATION LEVEL</i> | <i>INCLUDES</i> | <i>COMPETENCIES</i> |
|-----------------------------|-----------------|--|
| Foundational | All Employees | Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn |
| Non-Supervisory | In Addition > | Teamwork, Customer Service, Initiative, and Dependability / Reliability |
| Supervisory | In Addition > | Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others |
| Manager | In Addition > | Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring |
| Deputy Director | In Addition > | Entrepreneurship and Networking |
| Director | In Addition > | Organizational Vision |

For more information about the City of Tempe's competencies for all classifications:

JOB DESCRIPTION HISTORY

Effective February 2017

Revised March 2019 (PW Reorg – moved to Municipal Utilities Department)