

# PUMP ATTENDANT

Public Works | Forced Drainage



## JOB RESPONSIBILITIES

Terrebonne Parish Consolidated Government's Pump Attendant is responsible for the operation, inspection, and routine maintenance of pump stations and related infrastructure.

### JOB OVERVIEW

#### PAY TYPE

Non-Exempt (Hourly)

#### SCHEDULE

Tuesday to Friday

#### SHIFT

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

#### LOCATION

Public Works – North Campus

#### REPORTS TO

Operations Supervisor – Pump Maintenance

#### PHYSICAL DEMANDS

Lift up to 50 lbs. (medium)

#### WORK ENVIRONMENT

Primarily outdoor fieldwork in varying weather conditions, with regular exposure to mechanical equipment, noise, and occasionally hazardous materials, requiring adherence to safety protocols at all times.

#### EMERGENCY EVENTS

Required to work during emergency events.

#### REQUIREMENTS

Valid Louisiana driver's license

In this role, the incumbent will be expected to ensure the continuous and efficient functioning of wastewater or stormwater systems by monitoring equipment, performing preventive maintenance, and reporting operational issues.

The Pump Attendant will follow established routes, complete documentation accurately, and maintain the cleanliness and safety of all assigned sites.

This position requires strong mechanical aptitude, attention to detail, and the ability to work independently while adhering to safety regulations and company standards.

### JOB DUTIES

- Meet with the Supervisor daily to receive work assignments and operational updates.
- Review and address any issues reported from the previous shift.
- Inspect pump stations to ensure proper levels of oil, antifreeze, grease, and other required fluids.
- Operate and complete assigned pump station routes, documenting each stop on the route sheet.
- Replace batteries and perform preventive maintenance on assigned pump stations and related properties.
- Report any mechanical or operational issues at pump stations to the Supervisor promptly.
- Perform routine lubrication of mechanical components on a weekly basis.
- Monitor fuel levels and report any deficiencies to the Supervisor.
- Maintain cleanliness of pump stations by removing debris, sweeping cobwebs, picking up trash, and cutting grass as needed.
- Provide coverage for additional pump station routes in the absence of other operators.
- Participate in weekend work schedules as assigned.
- Maintain a clean and safe working environment around all facilities.
- Supervise subordinate personnel when assigned, ensuring quality and compliance with safety standards.
- Inspect and maintain assigned equipment, including checking fluid levels, tire pressure, lights, and overall condition.
- Operate a standard, full-sized pickup truck safely and in accordance with company policies.
- Attend mandatory monthly safety meetings at the North Yard.
- Complete annual training requirements, including Ethics, Sexual Harassment, and Diversity training videos.
- Perform any additional task as required by the Supervisor

## SKILLS AND QUALIFICATIONS

- **Leadership Skills:** Demonstrates initiative and dependability when working independently or guiding others, fostering a culture of accountability, safety, and teamwork in the field.
- **Time Management:** Capable of prioritizing daily tasks and completing scheduled routes within established timeframes while managing unexpected issues effectively.
- **Analytical Skills:** Skilled in identifying, assessing, and troubleshooting equipment malfunctions or operational irregularities to minimize downtime and ensure continuous service.
- **Communication Skills:** Strong written and verbal communication skills to provide clear instructions to team members, collaborate with supervisors, and report maintenance activities and issues accurately.
- **Organizational Skills:** Maintains accurate records, follows structured maintenance schedules, and ensures all tools, supplies, and documentation are managed systematically.
- **Technical Skills:** Strong technical skills are required to understand and perform mechanical maintenance, operate machinery, troubleshoot equipment, and ensure proper functioning of pump stations.
- **Qualifications:**
  - High School Diploma or GED Certificate preferred.
  - Experience in mechanical maintenance, familiarity with pump systems, fluid checks, and preventive maintenance procedures is highly desirable.

