

Mayor
Elise Partin

Mayor Pro-Tem
Tara S. Almond

Council Members
Phil Carter
Eva Corley
James E. Jenkins

City Manager
Tracy Hegler



Excellent Employment Opportunities:

PUMP MECHANIC I \$15.51- \$18.33/hr DOE

Utility Department

The City of Cayce currently has a position available as a Pump Mechanic I. The class is responsible for maintaining, monitoring and repairing pumps and controls and related equipment at all City wastewater lift stations. The class works according to some procedures but decides how and when to do things under general supervision. Reports to Wastewater Pump Station Maintenance Supervisor.

Preferred requirements include a high school diploma or equivalent or specialized vocational training. Salary dependent upon a combination of experience and qualifications.

PUMP MECHANIC II \$18.97 - \$22.50/hr DOE

Utility Department

The City of Cayce currently has a position available as a Pump Mechanic II. The class is responsible for supervising and maintaining, monitoring and repairing pumps and controls and related equipment at all City water distribution and wastewater collection pumps and controls. The class works within a general outline of work to be performed and develops work methods and sequences under general supervision.

Preferred requirements include a high school diploma or equivalent supplemented by formal vocational training, special courses or self-education that is equivalent to satisfactory completion of one year of college education or specialized advanced training in mechanical, electrical and/or instrumentation maintenance and repair, or a loosely related field. Requires four to five years of related experience.

Excellent benefits package that includes State Retirement and paid health insurance. **A valid South Carolina Driver's License with a good driving record is required. Must provide DMV report at first interview. Application required.** Applications are available on the city website: www.caycesc.gov . E.O.E.

**CITY OF CAYCE
CLASS DESCRIPTION
2000**

CLASS TITLE: PUMP MECHANIC I

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to maintain wastewater collection pumps and controls. The class is responsible for all maintaining, monitoring, and repairing pumps and controls and related equipment at all City wastewater lift stations. The class works according to some procedures, but decides how and when to do things under general supervision.

ESSENTIAL TASKS

The tasks listed below are those that represent the majority of the time spent working in this class. Management may assign additional tasks related to the type of work of the class as necessary.

Observes operation of pumps; performs preventative maintenance and repairs to submersible and above ground pumps, pump controls, and force mains; rebuilds submersible and above ground pumps.

Inspects pumps for malfunctioning and to locate damage or wear; performs tests on pumps and controls; calculates suction lift pressure, impeller dimensions and electrical voltage.

Performs duties and responsibilities as necessary on an on-call basis after the normal shift has ended.

Performs general preventative maintenance on equipment/trucks such as checking fluid levels, tire pressure, etc.; ensures trucks and equipment are kept clean and in proper operating condition.

Operates and maintains a variety of equipment and tools in the performance of duties such as trucks, crane, hand tools, specialized tools, etc.

Receives, prepares and/or processes various records and reports as required including pump maintenance records, time sheets, accident reports, etc.

Ensures the observance and enforcement of safety and other applicable rules, specifications and regulations as established by the City of Cayce Utilities Department and other governing bodies.

Ensures pump installations are kept in a neat and orderly condition, i.e. grass cut, weed killed, fence/gates in good order, etc.

Operates crane truck, pump repair equipment and lawn maintenance equipment.

Completes requests for equipment and repair purchases.

Monitors budget allocation for maintenance accounts.

CLASS TITLE: PUMP MECHANIC I

INVOLVEMENT WITH DATA, PEOPLE AND THINGS

DATA INVOLVEMENT:

Requires computing or performing arithmetic operations using data or information.

PEOPLE INVOLVEMENT:

Requires following instructions and orders of supervisor.

INVOLVEMENT WITH THINGS:

Requires leading or operating or repairing complex machinery or equipment that requires extended training and experience such as pump repair equipment; may involve installation and testing.

COGNITIVE REQUIREMENTS

REASONING REQUIREMENTS:

Requires performing semi-routine work with occasional problems.

MATHEMATICAL REQUIREMENTS:

Requires performing addition and subtraction, multiplication and division and/or calculating ratios, rates and percents.

LANGUAGE REQUIREMENTS:

Requires reading simple sentences, instructions, or work orders; writing simple sentences and completing simple job forms; speaking simple sentences using basic grammar.

MENTAL REQUIREMENTS:

Requires performing technical tasks prescribed by standard practices but which may require computation, the use of several procedures, and the use of independent judgments with obvious choices; requires normal attention for accurate results.

VOCATIONAL/EDUCATIONAL AND EXPERIENCE PREPARATION

VOCATIONAL/EDUCATIONAL PREPARATION:

Requires high school or GED or specialized vocational training.

SPECIAL CERTIFICATIONS AND LICENSES:

Must possess a valid South Carolina driver's license

EXPERIENCE REQUIREMENTS:

Requires over one year experience in maintaining pump and other mechanical equipment; large scale pump experience preferred but not mandatory.

CLASS TITLE: PUMP MECHANIC I

AMERICANS WITH DISABILITIES ACT REQUIREMENTS

PHYSICAL AND DEXTERITY REQUIREMENTS:

Requires medium to heavy work that involves walking, standing, stooping, lifting, digging, pushing and raising objects and involves exerting between 20 to 50 pounds of force on a regular and recurring basis and 50 to 100 pounds of force on a occasional basis.

ENVIRONMENTAL HAZARDS:

The job may risk exposure to bright/dim light, dusts and pollen, extreme heat and/or cold, wet or humid conditions, extreme noise levels, animals/wildlife, vibration, fumes and/or noxious odors, traffic, moving machinery, electrical shock, disease/pathogens, toxic/caustic chemicals, and confined space entry.

SENSORY REQUIREMENTS:

The job requires normal visual acuity, field of vision, hearing, speaking, color perception, sense of smell, depth perception and texture perception.

JUDGMENTS AND DECISIONS

JUDGMENTS AND DECISIONS:

Requires being responsible to guide others requiring a few decisions, affecting the individual and a few co-workers; works in a stable environment with clear and uncomplicated written/oral instructions but with some variations from the routine.

ADA COMPLIANCE

The City of Cayce is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

SOUTH CAROLINA RETIREMENT SYSTEMS

Belongs to the South Carolina Retirement System.

**CITY OF CAYCE
CLASS DESCRIPTION
2002**

CLASS TITLE: PUMP MECHANIC II

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to supervise and participate in the operation, maintenance and repair of water distribution and wastewater collection pumps and controls and all related systems, equipment and pumps throughout the City, and to perform other skilled and semi-skilled work as required. The class works within a general outline of work to be performed and develops work methods and sequences under general supervision.

ESSENTIAL TASKS

The tasks listed below are those that represent the majority of the time spent working in this class. Management may assign additional tasks related to the type of work of the class as necessary.

Supervises and participates in the operation, maintenance and repair of City water distribution and wastewater collection pumps and controls and related systems and equipment.

Supervises assigned personnel; supervisory duties include assigning and reviewing work, maintaining standards, coordinating activities, acting on employee problems and implementing discipline. Offers training, instruction, advice and assistance as needed.

Prepares work orders; prepares material and labor cost estimates.

Oversees pump installations.

Monitors the performance of pumps and control systems; conducts and records pump and control equipment inspections and tests.

Performs journey-level work in the preventive and corrective maintenance and repair of mechanical, electrical and instrumentation equipment associated with water and wastewater systems.

Ensures stand-by generators and portable pumps are kept in good operating condition.

Maintains adequate inventory of needed parts and components; obtains competitive price quotes from vendors and prepares purchase requisitions for supplies, parts, materials, tools and equipment as needed.

Oversees and participates in the maintenance of complete and accurate equipment maintenance records.

Assists other department crew members with duties as necessary.

Performs all duties in accordance with applicable policies, procedures, laws, regulations, contracts, permits and standards of quality and safety.

Receives and responds to inquiries, concerns, complaints and requests for assistance from customers and the general public regarding areas of responsibility.

CLASS TITLE: PUMP MECHANIC II

Attends meetings, training, etc., as appropriate to enhance job knowledge and skills.

INVOLVEMENT WITH DATA, PEOPLE AND THINGS

DATA INVOLVEMENT:

Requires computing or performing arithmetic operations using data or information.

PEOPLE INVOLVEMENT:

Requires supervising or leading others by determining work procedures, assigning duties, maintaining harmonious relations and promoting efficiency.

INVOLVEMENT WITH THINGS:

Requires leading, operating or repairing complex machinery or equipment that requires extended training and experience such as public utility equipment and systems, heavy equipment and vehicles; may involve installation and testing. Involves operations of limited scope.

COGNITIVE REQUIREMENTS

REASONING REQUIREMENTS:

Requires performing coordinating work involving guidelines and rules with constant problem-solving.

MATHEMATICAL REQUIREMENTS:

Requires using basic algebra involving variables and formulas and/or basic geometry involving plane and solid figures, circumferences, areas and volumes.

LANGUAGE REQUIREMENTS:

Requires reading technical instructions, procedures, manuals, water system maps and charts to solve practical problems; composing routine reports and specialized reports, forms and business letters with proper format; speaking compound sentences using normal grammar and word form.

MENTAL REQUIREMENTS:

Requires doing specialized technical work requiring general understanding of operating policies and procedures and their application to problems not previously encountered; application of specialized technical or professional principles and practices or the use of a wide range of administrative methods in the solution of problems; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

VOCATIONAL/EDUCATIONAL AND EXPERIENCE PREPARATION

VOCATIONAL/EDUCATIONAL PREPARATION:

Requires high school diploma or GED equivalent supplemented by formal training, special courses or self-education that is equivalent to satisfactory completion of one year of college education or specialized advanced training in mechanical, electrical and/or instrumentation maintenance and repair, or a closely related field.

CLASS TITLE: PUMP MECHANIC II

SPECIAL CERTIFICATIONS AND LICENSES:

Must possess a valid South Carolina driver's license.

EXPERIENCE REQUIREMENTS:

Requires four to five years of related experience.

AMERICANS WITH DISABILITIES ACT REQUIREMENTS

PHYSICAL AND DEXTERITY REQUIREMENTS:

Requires heavy work that involves walking, standing, climbing, balancing, stooping, crouching, crawling, reaching and constantly lifting, pushing or raising objects, exerting between 35 to 50 pounds of force on a recurring basis and 100 pounds of force on a frequent basis.

ENVIRONMENTAL HAZARDS:

The job may risk exposure to bright/dim light, dusts and pollen, extreme heat and/or cold, wet or humid conditions, extreme noise levels, animals/wildlife, vibrations, fumes and/or noxious odors, traffic, moving machinery, electrical shock, disease/pathogens, toxic/caustic chemicals and confined space entry.

SENSORY REQUIREMENTS:

The job requires normal visual acuity, depth perception and field of vision, hearing and speaking ability, color perception, sense of smell and texture perception.

JUDGMENTS AND DECISIONS

JUDGMENTS AND DECISIONS:

Responsible for actions of others, requiring almost constant decisions affecting co-workers, customers or others in the general public; works in a moderately fluid environment with guidelines and rules, but frequent variations from the routine.

ADA COMPLIANCE

The City of Cayce is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

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