



San Juan Water District
9935 Auburn Folsom Road
Granite Bay, California 95746
(916) 791-0115
www.sjwd.org

Position Description

Pump Station Technician

Status: FLSA Non-Exempt, Safety Sensitive
Supervisor: Field Services Manager
Effective Date: March 9, 2026

Supervision Received and Exercised

Receives general supervision from the Field Services Manager and receives technical and functional supervision from the Pump Station Lead Worker.

Primary Function

Operates and performs a variety of skilled maintenance and repairs on the mechanical and electrical equipment for the District's pump stations, transmission and storage facilities, retail metering equipment, and light building maintenance. Also assists in water quality monitoring and management and pump station and reservoir operations.

Essential Duties - *Depending upon assignment, duties may include, but are not limited to, the following:*

- Operate pump stations in compliance with state and federal regulations.
- Use SCADA, distribution operators input, and other pertinent data to optimize the distribution of potable water.
- Perform preventative maintenance on pumps, motors, and other rotational equipment such as lubrication, cleaning, and painting.
- Perform corrective maintenance on all mechanical equipment as needed such as parts replacement and equipment changes.
- Develop systematic repair plans from troubleshooting diagnosis.
- Research repair parts and material requirements for preventative maintenance as well as repair and replacement.
- Repair, overhaul, and/or replace a variety of mechanical equipment/systems and electrical equipment.
- Align, calibrate and adjust mechanical equipment for optimal performance.
- Utilize precision tools and measuring devices.
- Assist in development and implementation of a preventative maintenance program and advanced asset management program.
- Supervise outside contractors.
- Assist engineers in pump station design and commissioning, including tanks.
- Install, operate, maintain and repair pumps, motors, control valves and other pump station equipment.
- Assist in water quality and pressure distribution management.

- Comply with California Department of Public Health Code of Regulations, Title 17 and Title 22.
- Comply with the District's safety standards policies (IIPP, LOTO, Confined Space, Heat Stress, ARC Flash, Hearing Protection, PPE, etc.) and all related safety requirements.
- Comply with CalOSHA safety regulations and the District's IIPP program.
- Respond to call back for after working hour emergencies and "on-call" duties as required.
- Ability to strategically plan and implement pressure zone operations and interactions.
- Generate working Standard Operating Procedures (SOP's).
- Provide on-the-job training related to pump station operations.
- Perform related duties as assigned.

Minimum Qualifications

Knowledge of:

- District policies, rules, regulations and procedures related to position.
- Principles, practices, and methods of operating and maintaining distribution and storage facilities and equipment.
- Installation, programming, testing and repair of electrical equipment.
- Methods, materials, equipment, and tools used in the maintenance and operations of distribution facilities.
- Operating principles of valves, pumps, motors, control valves and water.
- Regulations and industry standards for the distribution of potable water.
- Methods of operating a SCADA system.
- Welding principle and practices.
- Electrical principles and practices.
- Metal fabrication and general construction.
- Safe work practices.
- Common public relations courtesies, practices and techniques.
- A working knowledge of computer systems and programs including; Microsoft Office (Outlook, Word, Excel).

Ability to:

- Prepare and maintain detailed and precise records of work performed in electronic format.
- Interpret SCADA charts, data, gauges, and measuring devices.
- Perform various types of electrical operations under many conditions.
- Understand electrical and mechanical drawings.
- Perform electrical and mathematical calculations.
- Communicate effectively verbally and in writing.
- Deal tactfully and courteously with the public.
- Establish and maintain cooperative and effective relationships with those contacted during the course of work.
- Proficiently use computers and applicable software.
- Initiate and maintain effective safety practices that relate to the nature of the work.

- Identify safety hazards.

Experience and Education:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Three years' experience in the operation and maintenance of pump stations, reservoirs, and distribution systems including a knowledge of mechanical and electrical equipment related to a water facility.

Education:

Graduation from high school or equivalent with training in pump and electrical maintenance, operation, and repair.

License or Certificate:

Possession of or the ability to obtain and maintain a California Driver's License with a satisfactory driving record. Individuals who do not meet this requirement due to a physical disability will be considered on a case-by-case basis. Possession of a D-2 Water Distribution Operators certificate and the ability to obtain a D-3 Water Distribution Operators certificate within one year, a D-4 Distribution Operators certificate within three years, and a T-2 Water Treatment Operators certificate within one year.

Physical Capabilities

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform functions.

<i>Physical Requirements</i>	<i>Rarely (0-12%)</i>	<i>Occasionally (12-33%)</i>	<i>Frequently (34-66%)</i>	<i>Regularly (67-100%)</i>
Seeing				√
Hearing				√
Standing/Walking		√		
Climbing/Stooping/Kneeling		√		
Lifting/Pulling/Pushing		√		
Approximate Maximum Weight to Lift	75 Pounds	50 Pounds		
Fingering/Grasping/Feeling				√
Describe Working Conditions	10 Percent Indoors, 90 Percent Outdoors			