

## JAL VAYU VIHAR

### PUMP OPERATOR: DUTIES & RESPONSIBILITIES

1. Pump Operator is responsible to Secretary BOM through Manger and Member I/C Water for his day to day functioning.
2. Pump Operator working hours start from 0545 Hrs in the morning with a facility to avail three and half hours break during working hours whenever feasible while taking the water into sumps. His main duty is to release water to households during the earmarked timings from the respective Overhead Tanks 1&2. He is also responsible to refill the sumps at both the respective OH Tanks, ensuring that one must be able to cater to release water to residents for next two days in case of emergency/failure of main water supply. The sump capacities at OH Tank1 being 150 KI and 70 KL while the sump capacities at OH Tank2 are 150 KL in each of two sumps.
3. Pump Operator is given Additional Payment fixed as 2 hours Overtime per day on alternate days for the entire month (approximately 30 hours as per the no. of days in a month) as the water comes alternate days in the night from HMWSSB. This additional payment is made only if water is received from HMWSSB in the night.
4. The present water release timings are to be followed as follows:
  - a) OH Tank1: 0600 hrs to 0650 hrs and again from 1300 hrs to 1320 hrs
  - b) OH Tank2: 0630 Hrs to 0750 Hrs and again from 1200 hrs to 1225 hrsAny change in timings to the above will be communicated to him either by i/c water Member or Secretary/President of BOM.
5. Pump Operator is has to ensure cleanliness of all the sumps and the surrounding areas at all time. Particular care must be taken to clear all fallen leaves on top of each sump to avoid them falling in the sumps.
6. Pump Operator is to liaise with waterman on duty from HMWS&SB at all times, specifically for main line release times to enable fill up the reserve sumps. The rate of normal supply during main line release times is @70-100 KL/hr. Pump Operator does not waste time waiting for release of water.
7. Pump Operator is to liaise with the JVV manager for any assistance required in ensuring cleanliness around the sumps. Similarly, he must observe the water system equipment, lines and report any defects observed either in line leakages/valve malfunction/electrical defects so that arrangements are made for early repairs. At no stage should one overlook any defects in water discharge/receiving lines.
8. Pump Operator has to intimate yearly maintenance of OH Tanks and Sumps to BOM through i/c Water Supply.
9. Pump Operator services being essential, he is required to plan any medical/leave requirements well in advance so that an alternative is arranged in time to ensure water supply to Dwelling Units.
10. Pump Operator must attend the office in time in uniform and leave the office after completion of Working hours.
11. Pump Operator should not leave the premises on duty hours without prior permission of Manager/In-charge/Secretary.
12. Pump Operator is authorized to have one day leave other than paid weekly off and paid public holidays. Incase if Pump Operator is on duty on weekly off, on public holiday and not availing leave will be paid extra days of the salary.

13. Pump operator is responsible for the tools, keys which are handed over to him through Manager. In case of loss or damage due to negligence an equal amount will be recovered from the salary of Pump Operator.
14. Pump operator must be ready for any job assigned from time to time by the BOM.

**DO s**

- a) Always be punctual for release of water to Dwelling Units.
- b) Ensure that Water intake line flow meter readings are recorded at 6:00 am every day.
- c) Ensure that valves are shut tightly – especially the release of water line Valves so that no leakage occurs.

**DON'T s**

- d) Never the leave the place of work unattended.
- e) Never allow overflow of OH Tanks – especially the OH Tank No.2 for which has no inlet to sumps.
- f) Never run the pumps for more than 4 hrs at a stretch.

**NOTE: Any wastage of water either during intake into sumps or while release to Dwelling units will be viewed seriously and disciplinary action will be initiated.**

Date:

(V Gouripathi)  
WgCdr (Retd)  
President  
JVHWA