

Water Authority Position Description

ASST O/M SUPT DW-PLANT

Status	Position Code	Level	Date
APPROVED	ASDP	M27	Oct 2018

Job descriptions are intended to present a general list of the tasks/duties performed by employees within this job Classification. Job Descriptions are not intended to reflect all duties performed within the job.

POSITION SUMMARY

ASSIST THE SUPERINTENDENT IN THE OPERATIONS AND MAINTENANCE ACTIVITIES OF DRINKING AND REUSE WATER PRODUCTION, TREATMENT, PUMPING, STORAGE AND TRANSMISSION SYSTEMS. ENSURE EFFICIENCY, COST EFFECTIVENESS AND UNINTERRUPTED PLANT SERVICES. WHEN ASSIGNED, MANAGE AND SUPERVISE THE WATER SYSTEM CONTROL CENTER OPERATORS BASED AT THE SURFACE WATER TREATMENT PLANT.

MIN EDUCATION & EXPERIENCE REQ

BACHELOR'S DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY WITH MAJOR COURSE WORK IN ENVIRONMENTAL MANAGEMENT, SAFETY/HEALTH MANAGEMENT OR A RELATED FIELD, PLUS FOUR (4) YEARS OF EXPERIENCE IN WATER MANAGEMENT OPERATIONS AND MAINTENANCE TO INCLUDE TWO (2) YEARS OF SUPERVISORY EXPERIENCE IN A MANAGEMENT AND/OR AN ADMINISTRATIVE CAPACITY.

ADDITIONAL REQUIREMENTS

POSSESSION OF, OR ABILITY TO OBTAIN AND MAINTAIN A VALID AUTHORITY OPERATOR PERMIT (AOP)
 POSSESSION OF A VALID NEW MEXICO DRIVER'S LICENSE
 POSSESSION OF A NEW MEXICO WATER LEVEL IV CERTIFICATE REQUIRED
 MUST BE ABLE TO PASS RESPIRATORY CLEARANCE EXAM PRIOR TO HIRE AND AT LEAST EVERY THREE YEARS AFTER HIRE. MUST BE ABLE TO PASS RESPIRATOR FIT TEST WITHIN 30 DAYS OF HIRE AND ANNUALLY THEREAFTER. MUST SUBMIT TO OZONE MEDICAL EXAM, AS APPROPRIATE TO THE JOB POSITION, PRIOR TO HIRE AND AT LEAST EVERY THREE YEARS AFTER HIRE.

SUPERVISION RECEIVED/EXERCISED

RECEIVES ADMINISTRATIVE AND TECHNICAL DIRECTION FROM HIGHER LEVEL MANAGERS AND SUPERVISORS.

EXERCISES DIRECT SUPERVISION OVER SUPERVISORY, TECHNICAL AND SUPPORT STAFF.

ESSENTIAL FUNCTIONS

1. PLAN, PRIORITIZE, ASSIGN, SUPERVISE, REVIEW AND PARTICIPATE IN THE WORK OF STAFF RESPONSIBLE FOR REMOTE OPERATION OF THE WATER AUTHORITY'S WATER PRODUCTION AND TRANSFER FACILITIES USING SCADA AND OTHER COMPUTERIZED PROGRAMS, SUCH AS MS WORD, EXCEL, MAXIMO, AND TELOGIS.
2. ESTABLISH SCHEDULES AND METHODS FOR PROVIDING WATER PRODUCTION, TREATMENT, AND TRANSFER SERVICES. IDENTIFY RESOURCE NEEDS INCLUDING MANAGING OVER-TIME. REVIEW NEEDS WITH APPROPRIATE MANAGEMENT STAFF. ALLOCATE RESOURCES ACCORDINGLY.
3. PARTICIPATE AND/OR LEAD IN THE DEVELOPMENT OF POLICIES, AND STANDARD OPERATING PROCEDURES (SOP). MONITOR WORK ACTIVITIES TO ENSURE COMPLIANCE WITH ESTABLISHED POLICIES AND PROCEDURES. MAKE RECOMMENDATIONS FOR CHANGES AND IMPROVEMENTS TO EXISTING STANDARDS AND PROCEDURES.
4. PERFORM TECHNICAL AND COMPLEX TASKS OF THE WORK UNIT INCLUDING COLLECTION, ENTRY, ANALYSIS AND DISSEMINATION OF WATER SYSTEM PRODUCTION, ENERGY CONSUMPTION AND WATER CONSUMPTION DATA AND PREPARE STATISTICAL REPORTS.
5. FULFILL THE ROLE OF CONTROL CENTER OPERATOR AS NEEDED TO COVER VACATION, SICK LEAVE AND OTHER OPERATOR ABSENCES.
6. SUPERVISE SHIFT WORK MONDAY THROUGH FRIDAY.
7. PREPARE AND IMPLEMENT WATER PRODUCTION SCHEDULES FOR GROUNDWATER, SURFACE WATER OR A COMBINATION OF BOTH POTABLE WATER SOURCES; PREPARE AND IMPLEMENT PRODUCTION SCHEDULES FOR NON-POTABLE WATER SUPPLIES.
8. PERFORM REQUIRED MONITORING, CONTROL, TROUBLESHOOTING AND ANALYSIS OF WATER SYSTEM OPERATION, EQUIPMENT AND COMPONENTS.
9. UTILIZE TELOGIS, KRONOS, MAXIMO, PCA DATABASE FOR DAILY MANAGERIAL AND WORK FLOW ACTIVITIES.
10. USE EXCEL TO PERFORM CALCULATIONS AND GRAPHING FUNCTIONS AND MS WORD FOR REPORTS, COMMUNICATIONS AND OTHER NEEDS IN SUPPORT OF DATA ANALYSIS.
11. REVIEW AND/OR PERFORM WATER OPERATIONS CALCULATIONS INCLUDING THOSE ASSOCIATED WITH PUMPING, DISINFECTION, STORAGE, PRESSURE, CHEMICAL DOSING.

12. POSSESS AND APPLY KNOWLEDGE OF WATER SYSTEM OPERATION, CONFIGURATION AND FACILITIES INCLUDING WELLS, DISINFECTION, PUMP STATIONS, RESERVOIRS, AND TREATMENT PLANTS.

13. POSSESS WATER SYSTEM OPERATION AND MAINTENANCE EXPERIENCE AND APPLY KNOWLEDGE TO WORK IN THE FIELD WHEN ASSIGNED.

14. PERFORM DUTIES OF OPERATIONS/MAINTENANCE ASSISTANT SUPERINTENDENT IN THE FIELD WHEN ASSIGNED.

15. TRAIN EXISTING AND NEW EMPLOYEES ON SCADA CONTROL SYSTEM OPERATIONS AND RESPONSIBILITIES.

16. PREPARE, REVIEW AND APPROVE WATER SYSTEM CLEARANCES.

17. REVIEW CONTROL CENTER OPERATIONAL LOGS AND FOLLOW UP ON PROBLEMS IDENTIFIED ON ALL SHIFTS.

18. OVERSEE SECURITY ISSUES INCLUDING KEYS, REPAIR OF DOORS, FENCES AND GATES.

19. ENSURE COMPLIANCE WITH WATER AUTHORITY AND OTHER SAFE WORK PRACTICE RULES AND REGULATIONS. CONDUCT SAFETY REVIEWS OF SITES, WORK IN PROGRESS AREAS AND CONDUCT OR PARTICIPATE IN SAFETY TRAINING.

A. MONITOR AND EVALUATE THE EFFICIENCY AND EFFECTIVENESS OF SERVICE DELIVERY METHODS AND PROCEDURES. RECOMMEND, WITHIN DEPARTMENTAL POLICY, APPROPRIATE SERVICE AND STAFFING LEVELS.

B. PLAN, DIRECT, COORDINATE, EVALUATE, AND REVIEW THE WORK PLAN FOR ASSIGNED STAFF. ASSIGN WORK ACTIVITIES, PROJECTS AND PROGRAMS. REVIEW AND EVALUATE PRODUCTS, METHODS AND PROCEDURES. MEET WITH STAFF TO IDENTIFY AND RESOLVE PROBLEMS.

C. TROUBLESHOOT WATER FACILITY DESIGN, OPERATIONS AND MAINTENANCE PROBLEMS. IDENTIFY MECHANICAL, ELECTRICAL AND INSTRUMENTATION PROBLEMS. DEVELOP AND RECOMMEND DESIGN MODIFICATIONS.

D. ASSIST ENGINEERING STAFF AND OUTSIDE CONSULTING PERSONNEL ON THE DESIGN AND CONSTRUCTION SUPPORT OF PLANT AND/OR INFRASTRUCTURE EXPANSION PROJECTS.

E. PREPARE SPECIFICATIONS FOR PERFORMANCE OF SPECIALIZED PREVENTIVE MAINTENANCE AND OVERHAUL WORK BY OUTSIDE CONTRACTORS.

F. MONITOR OPERATIONAL EFFICIENCY OF WATER EQUIPMENT AND FACILITIES. CHECK FOR MECHANICAL OR ELECTRICAL MALFUNCTIONS. SCHEDULE AND/OR PERFORM NEEDED MAINTENANCE ON PLANT FACILITIES.

G. PARTICIPATE IN THE PLANNING, CONSTRUCTION AND MODIFICATION OF PLANT INFRASTRUCTURE. REVIEW DESIGNS AND INSPECT JOB SITES FOR SAFETY AND OPERATIONAL EFFICIENCY.

H. SELECT, TRAIN, MOTIVATE AND EVALUATE MAINTENANCE AND OPERATIONS PERSONNEL. PROVIDE OR COORDINATE STAFF TRAINING. WORK WITH EMPLOYEES TO CORRECT DEFICIENCIES. IMPLEMENT DISCIPLINE AND TERMINATION PROCEDURES.

I. PARTICIPATE IN THE FORECAST OF FUNDS NEEDED FOR STAFFING, EQUIPMENT, MATERIALS AND SUPPLIES. MONITOR AND APPROVE EXPENDITURES AND IMPLEMENT ADJUSTMENTS.

SUPPLEMENTAL FUNCTIONS

1. OVERSEE RADIO COMMUNICATIONS WITH GROUND WATER OPERATORS WORKING IN THE FIELD.
2. ATTEND AND PARTICIPATE IN PROFESSIONAL GROUP MEETINGS. STAY ABREAST OF NEW TRENDS AND INNOVATIONS IN THE FIELD OF PUBLIC WORKS MAINTENANCE.
3. PERFORM RELATED DUTIES AND RESPONSIBILITIES AS REQUIRED.

PREFERRED KNOWLEDGE

OPERATIONAL CHARACTERISTICS, SERVICES AND ACTIVITIES OF A WATER TREATMENT AND DISTRIBUTION PLANT SYSTEM
METHODS AND TECHNIQUES OF WATER DISTRIBUTION SYSTEMS MAINTENANCE AND REPAIR
PRINCIPLES AND PRACTICES OF ENGINEERING
PRINCIPLES AND PRACTICES OF MECHANICAL AND ELECTRICAL MAINTENANCE AS RELATED TO WATER TREATMENT FACILITIES
OCCUPATIONAL HAZARDS AND STANDARD SAFETY PRACTICES
PRINCIPLES AND PRACTICES OF BUDGET PREPARATION AND ADMINISTRATION
PRINCIPLES OF SUPERVISION, TRAINING AND PERFORMANCE EVALUATION
PERTINENT FEDERAL, STATE AND LOCAL LAWS, CODES AND REGULATIONS
WATER AUTHORITY PERSONNEL RULES AND REGULATIONS
SAFE DRINKING WATER ACT/SDWA COMPLIANCE

PREFERRED SKILL/ABILITY

OVERSEE AND PARTICIPATE IN WATER TREATMENT PLANT OPERATIONS
OVERSEE, DIRECT AND COORDINATE THE WORK OF STAFF
SELECT, SUPERVISE, TRAIN AND EVALUATE STAFF
MONITOR THE OPERATIONAL EFFICIENCY OF PLANT FACILITIES AND SCHEDULE
NEEDED MAINTENANCE
OVERSEE THE WORK OF EQUIPMENT OPERATORS
PERFORM WORK LOAD SCHEDULING FOR WATER SYSTEM FIELD AND PLANT OPERATIONS
OPERATIONAL MANAGEMENT OF WORK ORDER SYSTEM
PARTICIPATE IN THE DEVELOPMENT AND ADMINISTRATION OF DIVISION GOALS,
OBJECTIVES AND PROCEDURES
PREPARE AND ADMINISTER LARGE AND COMPLEX BUDGETS
PREPARE CLEAR AND CONCISE ADMINISTRATIVE FINANCIAL REPORTS
ANALYZE PROBLEMS, IDENTIFY ALTERNATIVE SOLUTION, PROJECT CONSEQUENCES OF
PROPOSED ACTIONS AND IMPLEMENT RECOMMENDATIONS IN SUPPORT OF GOALS
INTERPRET AND APPLY FEDERAL, STATE AND LOCAL POLICIES, LAWS AND
REGULATIONS
COMMUNICATE CLEARLY AND CONCISELY, BOTH ORALLY AND IN WRITING
ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH THOSE IN
CONTACT WITH IN THE COURSE OF WORK

WORKING CONDITIONS

OFFICE ENVIRONMENT; WATER OR WASTEWATER PLANT AND FIELD ENVIRONMENT; WORK
AROUND HEAVY EQUIPMENT; EXPOSURE TO NOISE, DUST, GREASE, SMOKE, FUMES,
GASES; WORK IN OR WITH WATER. EXPOSURE TO HAZARDS INCLUDING CHEMICALS IN
PROCESS AREAS AND CONFINED SPACES THROUGHOUT THE FACILITY.

PHYSICAL REQUIREMENTS

MAINTAIN PHYSICAL CONDITION APPROPRIATE TO THE PERFORMANCE OF ASSIGNED
DUTIES AND RESPONSIBILITIES SUCH AS: HEAVY, MODERATE OR LIGHT LIFTING;
SITTING, STANDING OR WALKING FOR PROLONGED PERIODS; AND OPERATING
MOTORIZED VEHICLES.
MAINTAIN EFFECTIVE AUDIO/VISUAL DISCRIMINATION AND PERCEPTION TO THE
DEGREE NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF ASSIGNED DUTIES.