

# Water Authority Position Description

## ASST O/M SUPT WTR REC COLL P/S

Status	Position Code	Level	Date
APPROVED	ASTC	M27	Mar 2017

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

MANAGE AND SUPERVISE THE OPERATIONS AND MAINTENANCE ACTIVITIES OF THE WATER AUTHORITY'S WASTEWATER COLLECTION SYSTEM. ENSURE EFFICIENCY, COST EFFECTIVENESS AND UNINTERRUPTED PLANT SERVICES.

### MIN EDUCATION & EXPERIENCE REQ

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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 EXPERIENCE IN WATER, WASTEWATER OR BIOSOLIDS MANAGEMENT OPERATIONS AND MAINTENANCE TO INCLUDE TWO (2) YEARS OF SUPERVISORY EXPERIENCE IN A MANAGEMENT AND/OR A ADMINISTRATIVE CAPACITY.

### ADDITIONAL REQUIREMENTS

POSSESSION OF, OR ABILITY TO OBTAIN AND MAINTAIN A VALID AUTHORITY OPERATOR PERMIT (AOP) WITHIN SIX (6) MONTHS POSSESSION OF A NEW MEXICO COLLECTION SYSTEMS II CERTIFICATE OR A STATE OF NEW MEXICO WASTEWATER II CERTIFICATE. POSSESSION OF A VALID NEW MEXICO DRIVER'S LICENSE.

### SUPERVISION RECEIVED/EXERCISED

RECEIVES ADMINISTRATIVE DIRECTION FROM HIGHER LEVEL MANAGERS AND SUPERVISORS

EXERCISES DIRECT SUPERVISION OVER SUPERVISORY, TECHNICAL AND SUPPORT STAFF.

**ESSENTIAL FUNCTIONS**

1. ASSIST WITH THE MANAGEMENT, OPERATIONS AND MAINTENANCE ACTIVITIES OF THE WASTEWATER COLLECTION SYSTEM.
2. PARTICIPATE IN THE DEVELOPMENT AND IMPLEMENTATION OF GOALS, OBJECTIVES, POLICIES AND PRIORITIES FOR ASSIGNED PROGRAMS. RECOMMEND AND ADMINISTER POLICIES AND PROCEDURES.
3. MONITOR AND EVALUATE THE EFFICIENCY AND EFFECTIVENESS OF SERVICE DELIVERY METHODS AND PROCEDURES. RECOMMEND, WITHIN POLICY, APPROPRIATE SERVICE AND STAFFING LEVELS.
4. PLAN, DIRECT, COORDINATE 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.
5. TROUBLESHOOT WASTEWATER COLLECTIONS FACILITY DESIGN, OPERATIONS AND MAINTENANCE PROBLEMS. IDENTIFY MECHANICAL, ELECTRICAL AND INSTRUMENTATION PROBLEMS. DEVELOP AND RECOMMEND DESIGN MODIFICATIONS.
6. ASSIST ENGINEERING STAFF AND OUTSIDE CONSULTING PERSONNEL ON THE DESIGN AND CONSTRUCTION SUPPORT OF COLLECTION SYSTEMS PROJECTS.
7. PREPARE SPECIFICATIONS FOR PERFORMANCE OF SPECIALIZED PREVENTIVE MAINTENANCE AND OVERHAUL WORK BY OUTSIDE CONTRACTORS.
8. MONITOR OPERATIONAL EFFICIENCY OF PLANT EQUIPMENT AND FACILITIES. CHECK FOR MECHANICAL OR ELECTRICAL MALFUNCTIONS. SCHEDULE AND/OR PERFORM NEEDED MAINTENANCE ON PLANT FACILITIES.
9. PARTICIPATE IN THE PLANNING, CONSTRUCTION AND MODIFICATION OF PLANT AND LIFT STATIONS. REVIEW DESIGNS AND INSPECT FACILITIES FOR SAFETY AND OPERATIONAL EFFICIENCY.
10. PARTICIPATE IN THE EMPLOYEE INTERVIEW/SELECTION PROCESS. TRAIN, MOTIVATE AND EVALUATE ASSIGNED STAFF. PROVIDE OR COORDINATE TRAINING. WORK WITH EMPLOYEES TO CORRECT DEFICIENCIES. IMPLEMENT DISCIPLINE AS NEEDED.
11. PARTICIPATE IN THE DEVELOPMENT AND ADMINISTRATION OF THE ASSIGNED BUDGET. PARTICIPATE IN THE FORECAST OF FUNDS NEEDED FOR STAFFING, EQUIPMENT, MATERIALS AND SUPPLIES. MONITOR AND APPROVE EXPENDITURES AND IMPLEMENT ADJUSTMENTS.
12. PROVIDE FUNCTIONAL SYSTEMS ADMINISTRATION FOR THE COMPUTERIZED MAINTENANCE MANAGEMENT SYSTEM (CMMS).

**SUPPLEMENTAL FUNCTIONS**

1. ATTEND AND PARTICIPATE IN PROFESSIONAL GROUP MEETINGS. STAY ABREAST OF NEW TRENDS AND INNOVATIONS IN THE FIELD OF PUBLIC WORKS MAINTENANCE.
2. PERFORM RELATED DUTIES AND RESPONSIBILITIES AS REQUIRED.

**PREFERRED KNOWLEDGE**

OPERATIONAL CHARACTERISTICS, SERVICES AND ACTIVITIES OF A WASTEWATER TREATMENT PLANT METHODS AND TECHNIQUES OF WASTEWATER COLLECTION SYSTEMS MAINTENANCE AND REPAIR PRINCIPLES AND PRACTICES OF ENGINEERING PRINCIPLES AND PRACTICES OF BUDGET PREPARATION AND ADMINISTRATION PRINCIPLES OF SUPERVISION, TRAINING AND PERFORMANCE EVALUATION PERTINENT FEDERAL, STATE AND LOCAL LAWS, CODES AND REGULATIONS PRINCIPLES AND PRACTICES OF ASSET MANAGEMENT WATER AUTHORITY PERSONNEL RULES AND REGULATIONS

**PREFERRED SKILL/ABILITY**

OVERSEE, DIRECT AND COORDINATE THE WORK OF STAFF  
SELECT, SUPERVISE, TRAIN AND EVALUATE STAFF  
MONITOR THE OPERATIONAL EFFICIENCY OF COLLECTIONS FACILITIES AND SCHEDULE NEEDED MAINTENANCE OVERSEE THE WORK OF EQUIPMENT OPERATORS  
PERFORM WORK LOAD SCHEDULING FOR SYSTEM FIELD 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 AND WASTEWATER.

**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