

Water Authority Position Description

ASST O/M SUPT-WATER REC MAINT

Status	Position Code	Level	Date
APPROVED	ASTM	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/OR MAINTENANCE ACTIVITIES OF THE WASTEWATER TREATMENT PLANT. ENSURE COMPLIANCE WITH STATE AND FEDERAL ENVIRONMENTAL REGULATIONS RELATING TO PUBLIC HEALTH AND WELFARE.

MIN EDUCATION & EXPERIENCE REQ

BACHELOR'S DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY WITH MAJOR COURSE WORK IN ENVIRONMENTAL MANAGEMENT, SAFETY/HEALTH MANAGEMENT, MECHANICAL ENGINEERING OR A RELATED FIELD, PLUS FOUR (4) YEARS EXPERIENCE IN OPERATIONS OPERATIONS OR MAINTENANCE OF A WATER, WASTEWATER OR BIOSOLIDS PLANT 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)
 POSSESSION OF A VALID NEW MEXICO DRIVER'S LICENSE
 POSSESSION OF A NEW MEXICO WASTEWATER CERTIFICATE, LEVEL III AT TIME OF HIRE
 MUST OBTAIN LEVEL IV WITHIN ONE (1) YEAR
 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.

SUPERVISION RECEIVED/EXERCISED

RECEIVES ADMINISTRATIVE DIRECTION FROM HIGHER LEVEL MANAGERS AND SUPERVISORS.

EXERCISES DIRECT SUPERVISION OVER SUPERVISORY, PROFESSIONAL, TECHNICAL AND SUPPORT STAFF.

ESSENTIAL FUNCTIONS

1. ASSIST WITH THE MANAGEMENT, OPERATIONS AND MAINTENANCE ACTIVITIES OF THE WASTEWATER TREATMENT PLANT.
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, PROCEDURES, AND EQUIPMENT. 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 FACILITY AND EQUIPMENT 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 PLANT EXPANSION PROJECTS. PREPARE BID SPECIFICATIONS AND CUSTOMER ESTIMATES. ASSIST VENDORS.
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; IMPLEMENT ADJUSTMENTS.

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 AND TREATMENT SYSTEMS MAINTENANCE AND REPAIR METHODS AND TECHNIQUES FOR BIO-SOLIDS REUSE AND DISPOSAL PRINCIPLES AND PRACTICES OF ENGINEERING PRINCIPLES AND PRACTICES OF MECHANICAL AND ELECTRICAL MAINTENANCE AS RELATED TO WASTEWATER 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

PREFERRED SKILL/ABILITY

OVERSEE AND PARTICIPATE IN WASTEWATER TREATMENT PLANT MAINTENANCE ACTIVITIES 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 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; WASTEWATER PLANT AND FIELD ENVIRONMENT; WORK AROUND HEAVY EQUIPMENT; EXPOSURE TO NOISE, DUST, GREASE, SMOKE, FUMES, GASES; WORK IN OR WITH WATER.

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.