

# Water Authority Position Description

## ASST OPERATIONS/MAINT SUPT DW

Status	Position Code	Level	Date
APPROVED	ASTW	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 DRINKING WATER COLLECTIONS, TREATMENT AND DISTRIBUTION SYSTEMS INCLUDING, AND SMALL-SCALE, OFF-SITE DRINKING WATER OPERATIONS. ENSURE EFFICIENCY, COST EFFECTIVENESS AND UNINTERRUPTED PLANT SERVICES.

### 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 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

### 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 DRINKING WATER DISTRIBUTION SYSTEMS.
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 DEPARTMENTAL POLICY, APPROPRIATE SERVICE AND STAFFING LEVELS.
4. 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.
5. TROUBLESHOOT WATER 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 PLANT AND/OR INFRASTRUCTURE EXPANSION PROJECTS.
7. PREPARE SPECIFICATIONS FOR PERFORMANCE OF SPECIALIZED PREVENTIVE MAINTENANCE AND OVERHAUL WORK BY OUTSIDE CONTRACTORS.
8. MONITOR OPERATIONAL EFFICIENCY OF WATER 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 INFRASTRUCTURE. REVIEW DESIGNS AND INSPECT JOB SITES FOR SAFETY AND OPERATIONAL EFFICIENCY.
10. 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.
11. PARTICIPATE IN THE FORECAST OF FUNDS NEEDED FOR STAFFING, EQUIPMENT, MATERIALS AND SUPPLIES. MONITOR AND APPROVE EXPENDITURES AND IMPLEMENT ADJUSTMENTS.

#### **SUPPLEMENTAL FUNCTIONS**

1. ATTEND AND PARTICIPATE IN PROFESSIONAL GROUP MEETINGS. STAY ABREAST OF NEW TRENDS AND INNOVATIONS IN THE FIELD OF PUBLIC WORK MAINTENANCE.
2. 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

### **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.

### **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