

Water Authority Position Description

FACILITIES SPECIALIST

Status	Position Code	Level	Date
APPROVED	FASP	P27	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

OVERSEE UTILITY MAINTENANCE AND REPAIR PROJECTS TO INCLUDE THE PLANNING AND COORDINATION OF OPERATIONS, MAINTENANCE AND REPAIR ACTIVITIES. COMPLETE WORK ORDERS FOR ELECTRICAL, HVAC, INSTRUMENTATION, CHEMICAL FEED AND OTHER SYSTEMS. COORDINATE ACTIVITIES WITH OTHER DIVISIONS, CONTRACTORS AND OUTSIDE AGENCIES, AND PERFORM OTHER DUTIES AS ASSIGNED.

MIN EDUCATION & EXPERIENCE REQ

BACHELOR'S DEGREE IN ENGINEERING, ENVIRONMENTAL SCIENCE, CONSTRUCTION MANAGEMENT OR A RELATED FIELD, AND FIVE (5) YEARS UTILITY OPERATIONS AND MAINTENANCE EXPERIENCE. CONSTRUCTION MANAGEMENT EXPERIENCE IS PREFERRED.

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.

SUPERVISION RECEIVED/EXERCISED

RECEIVES ADMINISTRATIVE DIRECTION FROM PLANT DIVISION MANAGER.
MAY SUPERVISE BLUE COLLAR, TECHNICAL AND CLERICAL STAFF.

ESSENTIAL FUNCTIONS

1. COORDINATE WARRANTEE WORK WITH CONTRACTORS. WORK WITH CONTRACTORS TO RESOLVE ISSUES.
2. CONDUCT AN ANNUAL ASSESSMENT OF PERFORMANCE, CONDITION AND RELIABILITY OF ALL FACILITIES EQUIPMENT TO ENSURE EFFICIENT OPERATION; COORDINATE REPAIR AND MAINTENANCE WITH SUPERINTENDENTS OR OTHER STAFF.
3. DEVELOP, EVALUATE AND IMPLEMENT CORRECTIVE AND PREVENTATIVE MAINTENANCE PLANS FOR WATER TREATMENT AND/OR WATER RECLAMATION PLANT.
4. DEVELOP, IMPLEMENT AND MAINTAIN WRITTEN PROCEDURES AND EQUIPMENT MANUALS FOR PLANT PERSONNEL; PARTICIPATE IN ESTABLISHING SCHEDULES AND METHODS FOR TRAINING.
5. PLAN AND COMPLETE ASSET REGISTRY FOR THE WATER TREATMENT AND WATER RECLAMATION PLANTS AND ASSIST IN LOADING THE INFORMATION INTO MAXIMO.
6. DEVELOP AND IMPLEMENT WORK ORDERS FOR THE WATER TREATMENT PLANT AND WASTEWATER TREATMENT PLANT; ANALYZE DATA AND PRODUCE PERIODIC REPORTS OF ACTIVITIES.
7. WORK IN CONJUNCTION WITH HUMAN RESOURCES TRAINING STAFF TO DEVELOP TRAINING SESSIONS FOR NEW EQUIPMENT.
8. TAKE DELIVERY AND OPERATE FERROUS/FERRIS OFF-LOADING STATION.
9. REVIEWS TECHNICAL REPORTS, PLANS AND SPECIFICATION, ENGINEERING STUDIES, CONTRACTS AND OTHER MATERIAL RELATED TO ASSIGNED PROJECTS.
10. ANALYZE DATA AND PRODUCE PERIODIC REPORTS OF PROJECT ACTIVITIES.

SUPPLEMENTAL FUNCTIONS

1. ATTENDS MEETINGS AS REQUIRED
2. PERFORMS OTHER DUTIES AS ASSIGNED

PREFERRED KNOWLEDGE

CONSTRUCTION METHODS AND OPERATION PRACTICES OF WATER AND WASTEWATER SYSTEMS TREATMENT AND DISTRIBUTION FACILITIES, INCLUDING HVAC AND ELECTRICAL SYSTEMS
CHEMICAL OFF-LOADING SYSTEMS AND STORAGE FACILITIES
TECHNIQUES AND STRATEGIES FOR PROJECT, CONTRACT AND PROGRAM MANAGEMENT
METHODS AND TECHNIQUES OF DEVELOPING AND IMPLEMENTING A PREVENTIVE MAINTENANCE PROGRAM
RULES AND REGULATIONS GOVERNING UTILITY SYSTEM OPERATIONS, INCLUDING CERTIFICATION REQUIREMENTS AND ENVIRONMENTAL REGULATORY MANDATES
OCCUPATIONAL HEALTH AND SAFETY STANDARD PRACTICES

PREFERRED SKILL/ABILITY

DEVELOP AND IMPLEMENT GOALS AND OBJECTIVES FOR PROVIDING OPERATIONS AND MAINTENANCE SUPPORT
ANALYZE DATA, PREPARING COMPREHENSIVE REPORTS AND FORMULATE RECOMMENDATIONS FOR OPERATIONAL PROCESSES
INTERPRET AND EXPLAIN WATER UTILITY POLICIES AND PROCEDURES
READ, ANALYZE, AND INTERPRET COMMON SCIENTIFIC AND TECHNICAL JOURNALS, FINANCIAL REPORTS, AND LEGAL DOCUMENTS

WORKING CONDITIONS

OFFICE, TREATMENT PLANT AND FIELD ENVIRONMENT; TRAVEL FROM SITE TO SITE.

PHYSICAL REQUIREMENTS

ESSENTIAL AND MARGINAL FUNCTIONS MAY REQUIRE MAINTAINING PHYSICAL CONDITION NECESSARY FOR LIGHT TO MODERATE LIFTING AND CARRYING AND STANDING FOR PROLONGED PERIODS OF TIME.