

# Water Authority Position Description

## JOURNEY WASTEWTR STATIONS OPER

Status	Position Code	Level	Date
APPROVED	JWSO	O80	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

OPERATES AND PERFORMS MAINTENANCE AND REPAIR WORK IN SUPPORT OF WATER AUTHORITY'S WASTEWATER COLLECTION SYSTEMS TO INCLUDE VACUUM, LIFT AND STORM WATER STATIONS.

### MIN EDUCATION & EXPERIENCE REQ

HIGH SCHOOL DIPLOMA OR GED AND FIVE (5) YEARS UTILITY WORK EXPERIENCE IN WASTEWATER COLLECTION SYSTEMS, TREATMENT PLANT OPERATIONS OR TREATMENT PLANT MAINTENANCE, INCLUDING TWO (2) YEARS EXPERIENCE AS A WASTEWATER STATIONS OPERATOR OR COMPARABLE EXPERIENCE.

### ADDITIONAL REQUIREMENTS

POSSESSION OF, OR ABILITY TO OBTAIN AND MAINTAIN A VALID AUTHORITY OPERATOR PERMIT (AOP)  
 CERTIFICATE OF CPR  
 FIRST AID CERTIFICATE  
 POSSESSION OF A VALID NEW MEXICO DRIVER'S LICENSE  
 POSSESSION OF WATER AUTHORITY JOURNEYMAN WASTEWATER STATIONS OPERATOR CERTIFICATE POSSESSION OF A NEW MEXICO WASTEWATER CERTIFICATE, LEVEL III.  
 MUST OBTAIN NEW MEXICO WASTEWATER CERTIFICATE, LEVEL IV WITHIN EIGHTEEN (18) MONTHS  
 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 DIRECTION FROM SUPERVISORY OR MANAGEMENT STAFF.

MAY PROVIDE FUNCTION LEAD TO LOWER LEVEL STAFF.

**ESSENTIAL FUNCTIONS**

1. MAY WORK INDEPENDENTLY OPERATING STATIONS WITH FLOW RATES GREATER THAN OR EQUAL TO 20 MGD'S (MILLION GALLONS PER DAY) AND AT OTHER STATIONS AS ASSIGNED.
2. RESPOND TO ALL STATION EMERGENCY CALL OUTS WITHOUT SUPERVISION, IDENTIFY AND RESOLVE CAUSE. KEEP SUPERVISOR INFORMED ON ALL ACTIONS TAKEN.
3. LEADS, MENTORS AND PROVIDES ON THE JOB TRAINING TO WASTEWATER STATIONS TECHNICIANS OR WASTEWATER STATION OPERATORS TO HELP THEM INCREASE THEIR SKILL IN ALL AREAS.
4. PERFORM BASIC OPERATIONS BY USING SCADA OR OTHER AUTOMATION SYSTEMS TO INTERPRET EVENTS, ANALYZE PROBLEMS AND DETERMINE APPROPRIATE ACTIONS REQUIRED IN THE WASTEWATER COLLECTION SYSTEM.
5. COLLECT, RECORD, AND REPORT DATA PERTINENT TO ALL STATION OPERATIONS INCLUDING MONTHLY REPORTS, FLOW TRENDS, POWER USAGE, INVENTORY TAGGING AND HOURS OF OPERATION. PREPARE WORK ORDERS USING MAXIMO SYSTEM AS NECESSARY.
6. PERFORM PREVENTIVE AND CORRECTIVE MAINTENANCE (INCLUDING COMPLETE DISASSEMBLY) OF WASTEWATER COLLECTION EQUIPMENT TO INCLUDE, BUT NOT LIMITED TO, PIPES, VALVES, SURGE SYSTEMS, INSTRUMENTATION AND REPLACEMENT OF SCREENS, FILTERS, ETC.
7. EVALUATE EQUIPMENT FAILURES AND DETERMINE PRIORITY REPAIR STATUS. TAKE CORRECTIVE ACTION AS NECESSARY. DEVELOP A PLAN TO RESTORE OPERATION OF EQUIPMENT. FOLLOW LOCK-OUT, TAG OUT PROCEDURES.
8. WORK WITH OR ASSIST OTHER WORK GROUPS INCLUDING LINE MAINTENANCE WORKERS, ELECTRICIANS, INSTRUMENTATION TECHNICIANS AND CONTRACTORS.
9. UPON COMPLETION OF CONSTRUCTION, PRESSURE TEST STORM AND SEWER LINES. ISOLATE VACUUM STATIONS AND TEST FOR VACUUM LEAKS AND FORCE MAINS.
10. REPORT UNAUTHORIZED DUMPING OF GREASE, OIL, PAINT, OTHER POLLUTANTS OR CORROSIVE CHEMICALS TO APPROPRIATE PERSONNEL.
11. USE AND MAINTAIN SELF-CONTAINED BREATHING APPARATUS (SCBA) FOR PERFORMANCE OF CONFINED SPACE ENTRY DUTIES.
13. OPERATE UTILITY VEHICLES TO COMMUTE TO STATIONS AND TRANSPORT EQUIPMENT AND MATERIALS.
14. PROFESSIONALLY REPRESENT THE WATER AUTHORITY WHEN RESPONDING TO CUSTOMER CONCERNS PERTAINING TO PERSONAL OR PRIVATE PROPERTY ISSUES RELATED TO WASTEWATER REPAIRS, COMPLAINTS OR EMERGENCIES.

**SUPPLEMENTAL FUNCTIONS**

1. REBUILD VACUUM VALVES AND CONTROLLERS.
2. MAY PERFORM GENERAL CLEANING OR LANDSCAPING OF STATION FACILITIES AND/OR GROUNDS.
3. ADHERE TO SAFE WORK PRACTICES AND PROCEDURES
4. ATTEND TRAINING CLASSES, SEMINARS AND CERTIFICATION PROGRAMS AS NEEDED.
5. PERFORM RELATED DUTIES AND RESPONSIBILITIES AS REQUIRED.

### **PREFERRED KNOWLEDGE**

OPERATIONS, SERVICES AND ACTIVITIES OF A WASTEWATER AND STORM WATER COLLECTION SYSTEM LIFT AND TRANSFER STATIONS STATION PIPING AND VALVE CONFIGURATION  
OPERATIONAL CHARACTERISTICS OF WASTEWATER AND STORM WATER COLLECTION SYSTEM MAINTENANCE, EQUIPMENT, AND TOOLS  
PRINCIPLES AND PRACTICES OF PREVENTIVE MAINTENANCE AND TREATMENT PLANT INSPECTION  
OCCUPATIONAL HAZARDS INCLUDING TOXIC GASES AND LOW OXYGEN LEVELS  
PERTINENT FEDERAL, STATE AND LOCAL CODES, LAWS AND REGULATIONS

### **PREFERRED SKILL/ABILITY**

MAINTAIN AND PERFORM REPAIR OF WASTEWATER AND STORM WATER LIFT AND TRANSFER STATIONS  
INDEPENDENTLY PERFORM THE MOST DIFFICULT MAINTENANCE AND OPERATIONS TASKS  
READ, UNDERSTAND, AND INTERPRET BLUEPRINTS AND MANUALS  
PERFORM STRENUOUS LABOR ACTIVITIES FOR EXTENDED PERIODS IN ADVERSE CONDITIONS AND WORK IN CONFINED SPACES  
USE AND MAINTAIN SELF-CONTAINED BREATHING APPARATUS (SCBA)  
WORK INDEPENDENTLY IN THE ABSENCE OF SUPERVISION  
UNDERSTAND AND FOLLOW ORAL AND WRITTEN INSTRUCTIONS  
COMMUNICATE CLEARLY AND CONCISELY, BOTH ORALLY AND IN WRITING  
ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH THOSE CONTACTED IN THE COURSE OF WORK

### **WORKING CONDITIONS**

WATER AND WASTEWATER TREATMENT PLANT ENVIRONMENT; WORK WITH AND IN WATER; WORK AND INSPECT IN CONFINED SPACES; WORK ON SLIPPERY AND UNEVEN SURFACES; EXPOSURE TO NOISE, DUST, SMOKE, FUMES, GASES, AND INFECTIOUS MATERIALS. TRAVEL FROM SITE TO SITE.

### **PHYSICAL REQUIREMENTS**

MAINTAIN PHYSICAL CONDITION APPROPRIATE TO THE PERFORMANCE OF ASSIGNED DUTIES AND RESPONSIBILITIES SUCH AS HEAVY LIFTING AND BENDING, STOOPING, KNEELING AND CRAWLING; WALKING AND STANDING FOR PROLONGED PERIODS; AND OPERATING MOTORIZED VEHICLES AND EQUIPMENT  
MAINTAIN EFFECTIVE AUDIO-VISUAL DISCRIMINATION AND PERCEPTION TO THE DEGREE NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF ASSIGNED DUTIES