

Water Authority Position Description

MONITORING TECH

Status	Position Code	Level	Date
APPROVED	MOTE	B60	May 2018

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

INSPECT, MONITOR AND COORDINATE PRE-TREATMENT OF WASTEWATER AND PROCESS METHODS. COLLECT SAMPLES, READ METERS AND ACCURATELY RECORD DATA. PREPARE AND SUBMIT REPORTS.

MIN EDUCATION & EXPERIENCE REQ

HIGH SCHOOL DIPLOMA OR GED PLUS ONE (1) YEAR OF VOCATIONAL SCHOOL/SPECIALIZED TRAINING IN UTILITY OPERATIONS OR A RELATED FIELD, PLUS THREE (3) YEARS WATER OR WASTEWATER SAMPLING, MONITORING, LABORATORY OR TREATMENT EXPERIENCE.

ADDITIONAL REQUIREMENTS

POSSESSION OF A VALID NEW MEXICO DRIVER'S LICENSE.
 POSSESSION OF A NEW MEXICO WASTEWATER OPERATOR CERTIFICATE, LEVEL III WITHIN 1 YEAR OF HIRE.
 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 ASSIGNED SUPERVISOR.

ESSENTIAL FUNCTIONS

1. MONITOR INDUSTRIAL WASTEWATER SAMPLES FOR HEAVY METALS, ORGANIC MATERIALS AND OTHER DEBRIS. ENSURE COMPLIANCE WITH APPLICABLE ENVIRONMENTAL RULES AND REGULATIONS.
2. PERFORM FIELD INSPECTIONS. TEST MANHOLES FOR TOXIC GAS AND ADEQUATE OXYGEN SUPPLY. INSPECT SEPTIC TRUCKS AND HAULERS. ARRANGE FOR FLUSHING OF SEWER LINES. INSTALL VENTILATION EQUIPMENT.
3. INSTALL MONITORING EQUIPMENT USED TO SAMPLE WASTEWATER. OBTAIN FLOW DATA THROUGH USE OF ULTRA-SONIC FLOW METERS AND OTHER EQUIPMENT.
4. COLLECT WASTEWATER SAMPLES AND READ METERS. CONDUCT LITMUS TESTS. PRESERVE SAMPLES WITH APPROPRIATE ACIDS.
5. MAINTAIN ACCURATE RECORDS ON ALL FINDINGS AND ACTIVITIES IN A LOG BOOK. ENSURE ACCURATE SAMPLE IDENTIFICATION AND RECORD KEEPING THROUGHOUT ANALYSIS. MAY PREPARE WRITTEN REPORTS AND MEMOS ON FINDINGS.
6. PROGRAM, CALIBRATE AND SET UP FLOW STUDIES. GENERATE REPORT AND SUBMIT TO APPROPRIATE DEPARTMENT.
7. UTILIZE AND MAINTAIN SAMPLING EQUIPMENT INCLUDING SAMPLERS, BOTTLES AND HOSES. MAINTAIN VEHICLES AND VEHICLE USE AND MAINTENANCE REPORTS.
8. PREPARE BOTTLES FOR RIVER SAMPLING. LABEL EACH BOTTLE AND PREPARE PROPER PAPERWORK.

SUPPLEMENTAL FUNCTIONS

1. RESPOND TO EMERGENCY CALLS INVOLVING THE DISCHARGE OF CHEMICAL OR TOXIC OR POLLUTANT BY-PRODUCT INTO THE SEWER SYSTEM. TAKE SAMPLES AND DETERMINE AT WHAT RATE THE CHEMICAL OR POLLUTANT CAN BE DISCHARGED.
2. COMPLY WITH ALL PRESCRIBED SAFETY STANDARDS.
3. MAY PERFORM CONFINED SPACE ENTRIES.
4. PERFORM RELATED DUTIES AND RESPONSIBILITIES AS REQUIRED.

PREFERRED KNOWLEDGE

PRINCIPLES AND PRACTICES OF WASTEWATER MONITORING
METHODS AND TECHNIQUES OF WATER SAMPLING AND TESTING
OPERATIONAL CHARACTERISTICS OF SEWER SYSTEMS
BASIC OPERATIONS OF A WASTEWATER TREATMENT FACILITY
OPERATIONAL CHARACTERISTICS OF MODERN MONITORING EQUIPMENT
PRINCIPLES AND PROCEDURES OF RECORD KEEPING
MODERN OFFICE PROCEDURES, METHODS AND EQUIPMENT INCLUDING COMPUTERS
BASIC MATHEMATICAL PRINCIPLES
OCCUPATIONAL HAZARDS AND STANDARD SAFETY PRACTICES
PERTINENT FEDERAL, STATE AND LOCAL LAWS, CODES AND REGULATIONS

PREFERRED SKILL/ABILITY

MONITOR INDUSTRIAL WASTEWATER SAMPLES FOR COMPLIANCE WITH APPLICABLE ENVIRONMENTAL RULES AND REGULATIONS INSTALL WASTEWATER MONITORING EQUIPMENT AT INDUSTRIAL SEWER SITES OPERATE VARIOUS MONITORING EQUIPMENT IN A SAFE AND EFFECTIVE MANNER PERFORM FIELD INSPECTIONS AND TEST MANHOLES FOR VARIOUS GASES PROGRAM, CALIBRATE AND SET UP FLOW STUDIES MAINTAIN ACCURATE RECORDS AND PREPARE CLEAR AND CONCISE TECHNICAL REPORTS OPERATE OFFICE EQUIPMENT INCLUDING COMPUTERS RESPOND TO REQUESTS AND INQUIRIES FROM THE GENERAL PUBLIC 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

OFFICE AND FIELD ENVIRONMENT; TRAVEL FROM SITE TO SITE; EXPOSURE TO COMPUTER SCREENS, HEAT, COLD, GREASE, OILS, SMOKE, FUMES, GASES, TOXIC MATERIALS, POTENTIALLY HAZARDOUS CHEMICALS, INCLEMENT WEATHER CONDITIONS; WORK IN OR WITH WATER; WORK ON SLIPPERY OR UNEVEN SURFACES; WORK WITH MACHINERY; WORK CLOSELY WITH OTHERS.

PHYSICAL REQUIREMENTS

MAINTAIN PHYSICAL CONDITION APPROPRIATE TO THE PERFORMANCE OF ASSIGNED DUTIES AND RESPONSIBILITIES SUCH AS: WALKING, STANDING OR SITTING FOR PROLONGED PERIODS OF TIME; HEAVY, MODERATE OR LIGHT LIFTING AND CARRYING; BOTH HANDS REQUIRED, USE OF FINGERS, KNEELING, REPEATED BENDING, CLIMBING WITH BOTH LEGS AND ARMS; OPERATING MOTORIZED EQUIPMENT AND VEHICLES. MAINTAIN EFFECTIVE AUDIO-VISUAL DISCRIMINATION AND PERCEPTION NEEDED FOR MAKING OBSERVATIONS, COMMUNICATING WITH OTHERS, READING, WRITING AND OPERATING ASSIGNED EQUIPMENT.