

# Water Authority Position Description

## OP/MAINT SUPV- DRINKING PLANT

Status	Position Code	Level	Date
APPROVED	SPDP	M26	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

PLAN AND COORDINATE OPERATIONS, ACTIVITIES AND MAINTENANCE OF A DRINKING WATER COLLECTION, TREATMENT AND/OR DISTRIBUTION SYSTEM. ENSURE COMPLIANCE WITH STATE AND FEDERAL ENVIRONMENTAL REGULATIONS RELATING TO PUBLIC HEALTH AND WELFARE.

### MIN EDUCATION & EXPERIENCE REQ

ASSOCIATE'S DEGREE OR A TWO (2) YEAR TECHNICAL CERTIFICATION IN WATER TECHNOLOGY, ENGINEERING OR A RELATED FIELD OR TWO (2) YEARS OF TRAINING IN WATER DISTRIBUTION SYSTEM MAINTENANCE, PLUS FIVE (5) YEARS OF WATER OPERATIONS AND MAINTENANCE EXPERIENCE INCLUDING ONE (1) YEAR SUPERVISORY OR TECHNICAL LEAD EXPERIENCE IN AN ADMINISTRATIVE CAPACITY.

### ADDITIONAL REQUIREMENTS

POSSESSION OF, OR ABILITY TO OBTAIN AND MAINTAIN A VALID AUTHORITY OPERATOR PERMIT  
 POSSESSION OF A VALID NEW MEXICO DRIVER'S LICENSE  
 POSSESSION OF A NEW MEXICO WATER SUPPLY, LEVEL IV CERTIFICATE AT TIME 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. MUST SUBMIT TO OZONE MEDICAL EXAM, AS APPROPRIATE TO THE JOB POSITION, PRIOR TO HIRE AND AT LEAST EVERY THREE YEARS AFTER HIRE.

### SUPERVISION RECEIVED/EXERCISED

RECEIVE GENERAL DIRECTION FROM HIGHER LEVEL SUPERVISORY OR MANAGEMENT STAFF

EXERCISE DIRECT SUPERVISION OVER STAFF

**ESSENTIAL FUNCTIONS**

1. SUPERVISE THE OPERATIONS AND MAINTENANCE ACTIVITIES OF A DRINKING WATER COLLECTION, TREATMENT AND/OR DISTRIBUTION PLANT.
2. PARTICIPATE IN THE DEVELOPMENT AND IMPLEMENTATION OF POLICIES, GOALS, OBJECTIVES, PRIORITIES, AND PROCEDURES. MONITOR WORK ACTIVITIES TO ENSURE COMPLIANCE WITH ESTABLISHED POLICIES AND PROCEDURES. MAKE RECOMMENDATIONS FOR CHANGES AND IMPROVEMENTS TO EXISTING STANDARDS AND PROCEDURES.
3. MONITOR AND EVALUATE THE EFFICIENCY AND EFFECTIVENESS OF SERVICE DELIVERY METHODS AND PROCEDURES. RECOMMEND APPROPRIATE SERVICE AND STAFFING LEVELS.
4. PERFORM TECHNICAL AND COMPLEX TASKS OF THE WORK UNIT INCLUDING COORDINATION OF WORK BETWEEN CREWS, AND PERFORMING SAFETY INSPECTIONS OF THE WORK SITE.
5. TROUBLESHOOT WATER SUPPLY AND/OR TREATMENT FACILITY OPERATIONS AND MAINTENANCE. IDENTIFY MECHANICAL, ELECTRICAL AND INSTRUMENTATION PROBLEMS AND COORDINATE CORRECTIVE ACTION.
6. PROVIDE ENGINEERING STAFF AND CONSULTANTS WITH INPUT ON THE DESIGN AND CONSTRUCTION OF PLANT EXPANSION PROJECTS.
7. REVIEW AND INSPECT CONTRACT DRAWINGS AND SPECIFICATIONS. ENSURE THE REQUIRED INSTRUMENTATION IS INCLUDED AND THAT SPECIFICATIONS COMPLY WITH APPLICABLE RULES AND REGULATIONS.
8. ASSIST IN CONTRACTOR RELATED PROJECTS. MAY RECOMMEND REHABILITATION/DESIGN MODIFICATIONS.
9. RESPOND TO EMERGENCY SITUATIONS.
10. REVIEW METHODS AND MATERIALS NEEDED FOR WORK ORDER. RECOMMEND FUTURE ACTIONS FOR REPAIRS. PREPARE DAMAGE ASSESSMENT REPORTS.
11. INSPECT WORK IN PROGRESS AND WORK COMPLETED TO ASSURE THAT REPAIRS, MAINTENANCE AND PROJECT ACTIVITIES ARE IN ACCORDANCE WITH APPLICABLE REQUIREMENTS.
12. PARTICIPATE IN THE EMPLOYEE INTERVIEW/SELECTION PROCESS. TRAIN, EVALUATE AND COMMUNICATE WITH ASSIGNED STAFF. PROVIDE OR COORDINATE TRAINING. WORK WITH EMPLOYEES TO CORRECT DEFICIENCIES. IMPLEMENT DISCIPLINE AS NEEDED.
13. RESPOND TO SECURITY ISSUES INVOLVING THE MAKING OF KEYS AND FIXING LOCKS, DOOR LOCKS, GATE LOCKS THROUGHOUT THE WATER SYSTEM.
14. ENSURE COMPLIANCE WITH WATER AUTHORITY AND OTHER SAFE WORK PRACTICE RULES AND REGULATIONS. CONDUCT SAFETY REVIEWS ON WORK IN PROGRESS AND CONDUCT OR PARTICIPATE IN SAFETY TRAINING.

15. WHEN ASSIGNED TO A ROTATION IN CONTROL CENTER OPERATIONS (SCADA CENTRAL CONTROL), PERFORM THE FOLLOWING DUTIES:

A. MONITOR AND CONTROL WATER SYSTEMS AND RELATED EQUIPMENT PERFORMANCE USING CENTRAL COMPUTER SYSTEM TO ENSURE CORRECT WATER SYSTEM PRESSURE AND WATER TREATMENT PLANT PRODUCTION RATES. ADJUST WELL PRODUCTION AND RESERVOIR LEVELS TO MAKE ROOM FOR SURFACE WATER.

B. INVESTIGATE SYSTEM ALARMS, DETERMINE CAUSE AND NOTIFY PERSONNEL OF MALFUNCTIONS OR TAKE PREVENTIVE ACTION IN COMPLIANCE WITH APPLICABLE RULES AND REGULATIONS, KEEP ACCURATE RECORDS AND LOGS ON ALL ACTIVITY.

C. RELAY INFORMATION TO FIELD STAFF INVOLVED IN THE DIAGNOSIS AND REPAIR OF ELECTRONIC, ELECTRICAL, MECHANICAL PROBLEMS. KEEP IN CONTACT WITH CREWS.

D. OBSERVE ELECTRICAL AND MECHANICAL SYSTEMS OPERATIONS AND IDENTIFY EQUIPMENT MALFUNCTIONS AND TAKE APPROPRIATE ACTION TO RESTORE CORRECT OPERATIONS. KEEP HIGHER LEVEL MANAGEMENT INFORMED OF SENSITIVE ISSUES AND RESOLUTIONS.

E. MONITOR SECURITY SYSTEMS ON FACILITIES AND OPERATIONS AND PERFORM RELATED SECURITY FUNCTIONS.

16. PERFORM OTHER DUTIES AS ASSIGNED.

#### **SUPPLEMENTAL FUNCTIONS**

1. PREPARE ANALYTICAL AND STATISTICAL REPORTS ON OPERATIONS AND ACTIVITIES.

2. PERFORM RELATED DUTIES AND RESPONSIBILITIES AS REQUIRED.

#### **PREFERRED KNOWLEDGE**

OPERATIONAL CHARACTERISTICS, SERVICES AND ACTIVITIES OF A DRINKING WATER TREATMENT PLANT, AND/OR COLLECTION AND DISTRIBUTION SYSTEM  
AUTHORITY COLLECTION SYSTEM MAPS AND DRAWINGS  
MODERN AND COMPLEX PRINCIPLES AND PRACTICES OF PREVENTIVE AND CORRECTIVE MAINTENANCE AS RELATED TO ASSIGNED FACILITIES  
APPROPRIATE ELECTRICAL, MECHANICAL AND ELECTRONIC COMPONENTS OF ASSIGNED SYSTEM  
THEORIES OF INSTRUMENTATION  
THEORIES AND PRACTICES SUPPORTING THE INSTALLATION, MAINTENANCE AND REPAIR OF ELECTRONIC CIRCUITS AND EQUIPMENT  
MODERN AND COMPLEX PRINCIPLES AND PRACTICES OF PLANT INSPECTION  
OPERATION AND MAINTENANCE OF LIGHT TO HEAVY CONSTRUCTION EQUIPMENT  
PRINCIPLES OF SUPERVISION, TRAINING AND PERFORMANCE EVALUATION  
COORDINATE OPERATIONS AND MAINTENANCE OF ELECTRICAL AND ELECTRONIC EQUIPMENT  
STANDARD SAFETY PRACTICES AND PROCEDURES  
PERTINENT FEDERAL, STATE AND LOCAL LAWS, CODES AND REGULATIONS FOR PUBLIC WATER SUPPLY SYSTEMS  
READ, INTERPRET AND PREPARE SCHEMATICS AND WIRING DIAGRAMS  
INTERMEDIATE COMPUTER SKILLS  
WATER AUTHORITY PERSONNEL RULES AND REGULATIONS

**PREFERRED SKILL/ABILITY**

SUPERVISE, ORGANIZE AND REVIEW THE WORK OF STAFF  
SELECT, SUPERVISE, TRAIN AND EVALUATE STAFF  
MECHANICAL, AND ELECTRONIC COMPONENTS OF ASSIGNED SYSTEM  
MAINTENANCE OF LIGHT TO HEAVY CONSTRUCTION EQUIPMENT  
INTERPRET AND ENFORCE DIVISION, AND WATER AUTHORITY POLICIES AND PROCEDURES  
COORDINATE VARIOUS OPERATIONS AND MAINTENANCE ACTIVITIES  
REVIEW AND ANALYZE CONTRACT DRAWINGS AND SPECIFICATIONS  
DETERMINE METHODS AND MATERIALS NEEDED FOR REPAIR AND INSTALLATION OF EQUIPMENT  
INSPECT WORK IN PROGRESS AND WORK COMPLETED  
ENSURE COMPLIANCE WITH APPLICABLE CODES AND REGULATIONS  
ENSURE COMPLIANCE WITH NEW MEXICO DRINKING WATER STANDARDS  
USE VARIOUS DIAGNOSTIC EQUIPMENT ASSOCIATED WITH ELECTRONIC AND COMPUTER SYSTEM MAINTENANCE  
PREPARE CLEAR AND CONCISE REPORTS  
COMMUNICATE CLEARLY AND CONCISELY, BOTH ORALLY AND IN WRITING  
ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH THOSE CONTACTED IN THE COURSE OF WORK INCLUDING WATER AUTHORITY OFFICIALS AND THE GENERAL PUBLIC

FORESEE PROBLEMS WITH FLOW, PRODUCTION AND TRANSFER OF WATER BEYOND SOFTWARE CONTROL CAPABILITY  
MANIPULATE THE WATER PUMPING SYSTEM TO ENSURE ADEQUATE WATER SUPPLY THROUGHOUT THE AUTHORITY'S SERVICE AREA  
CALCULATE CHEMICAL FEED RATES AND ESTIMATE AMOUNT OF CHEMICALS NEEDED TO ACHIEVE DOSE RATES  
CALCULATE VOLUMES AND ESTIMATE FLOWS AND THE TIME REQUIRED TO FILL A RESERVOIR  
OPERATE OFFICE EQUIPMENT INCLUDING COMPUTERS  
PREPARE AND IMPLEMENT FACILITY OUTAGE CLEARANCES

**WORKING CONDITIONS**

WATER OR WASTEWATER PLANT AND FIELD ENVIRONMENT; WORK AROUND HEAVY EQUIPMENT; EXPOSURE TO NOISE, DUST, GREASE, SMOKE, FUMES, GASES; WORK IN OR WITH WATER. EXPOSURE TO HAZARDS INCLUDING CHEMICALS IN PROCESS AREAS AND CONFINED SPACES THROUGHOUT THE FACILITY.

**PHYSICAL REQUIREMENTS**

MAINTAIN PHYSICAL CONDITION APPROPRIATE TO THE PERFORMANCE OF ASSIGNED DUTIES AND RESPONSIBILITIES SUCH AS: HEAVY, MODERATE OR LIGHT LIFTING, STANDING OR WALKING FOR PROLONGED PERIODS OF TIME; OPERATING MOTORIZED VEHICLES

MAINTAIN EFFECTIVE AUDIO/VISUAL DISCRIMINATION AND PERCEPTION TO THE DEGREE NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF ASSIGNED DUTIES