

Water Authority Position Description

OPS/MAINT SUPV- DRINKING WATER

Status	Position Code	Level	Date
APPROVED	SPDW	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 A VALID NEW MEXICO DRIVER'S LICENSE.
POSSESSION OF A NEW MEXICO WATER SUPPLY, LEVEL IV CERTIFICATE AT TIME OF 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 TREATMENT FACILITY DESIGN, OPERATIONS AND MAINTENANCE. IDENTIFY MECHANICAL, ELECTRICAL AND INSTRUMENTATION PROBLEMS AND IMPLEMENT 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 & FIXING LOCKS, DOOR LOCKS, GATE LOCKS THROUGHOUT THE WATER SYSTEM.
14. ENSURE COMPLIANCE WITH WATER AUTHORITY & OTHER SAFE WORK PRACTICE RULES AND REGULATION. CONDUCT SAFETY REVIEWS ON WORK IN PROGRESS AND CONDUCT OR PARTICIPATE IN SAFETY TRAINING.

SUPPLEMENTAL FUNCTIONS

- PREPARE ANALYTICAL AND STATISTICAL REPORTS ON OPERATIONS AND ACTIVITIES.
- 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 PLANT 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
PERFORM OPERATIONS AND MAINTENANCE OF ELECTRICAL AND ELECTRONIC EQUIPMENT
STANDARD SAFETY PRACTICES AND PROCEDURES
PERTINENT FEDERAL, STATE AND LOCAL LAWS, CODES AND REGULATIONS
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

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

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