

# Water Authority Position Description

## OPS/MAINT SUPT DRINKING WATER

Status	Position Code	Level	Date
APPROVED	STDW	P28	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

MANAGE DRINKING WATER OPERATIONS AND MAINTENANCE ACTIVITIES INCLUDING WATER DISTRIBUTION, OPERATION AND/OR MAINTENANCE OF GROUND WATER TREATMENT FACILITIES. ENSURE COMPLIANCE WITH STATE AND FEDERAL ENVIRONMENTAL REGULATIONS RELATING TO PUBLIC HEALTH AND WELFARE.

### MIN EDUCATION & EXPERIENCE REQ

BACHELOR'S DEGREE IN WATER TECHNOLOGY, ENGINEERING OR A RELATED FIELD, PLUS FIVE (5) YEARS OF WATER, WASTEWATER OPERATION AND MAINTENANCE EXPERIENCE, TO INCLUDE TWO (2) YEARS SUPERVISORY EXPERIENCE.

### 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.  
DEPENDING ON LOCATION MUST BE ABLE TO PASS RESPIRATORY CLEARANCE EXAM PRIOR TO HIRE AND AT LEAST EVERY THREE YEARS AFTER HIRE. DEPENDING ON LOCATION 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

RECEIVES ADMINISTRATIVE DIRECTION FROM ASSIGNED MANAGEMENT STAFF.

EXERCISES DIRECT SUPERVISION OVER SUPERVISORY, TECHNICAL AND SUPPORT STAFF.

### ESSENTIAL FUNCTIONS

1. MANAGE AND PARTICIPATE IN THE DEVELOPMENT AND IMPLEMENTATION OF GOALS, OBJECTIVES, POLICIES AND PRIORITIES FOR ASSIGNED PROGRAMS. RECOMMEND AND ADMINISTER POLICIES AND PROCEDURES.
2. MONITOR AND EVALUATE THE EFFICIENCY AND EFFECTIVENESS OF SERVICE DELIVERY METHODS AND PROCEDURES. RECOMMEND, WITHIN DIVISIONAL POLICY, APPROPRIATE SERVICE AND STAFFING LEVELS.
3. DIRECT, AND REVIEW THE WORK PLAN FOR ASSIGNED MAINTENANCE AND OPERATIONS STAFF. REVIEW AND EVALUATE WORK PRODUCTS, METHODS AND PROCEDURES. MEET WITH STAFF TO IDENTIFY AND RESOLVE PROBLEMS.
4. CONDUCT FIELD INSPECTIONS AND OVERSEE TESTS OF WATER DISTRIBUTION AND PRODUCTION EQUIPMENT, MONITOR THE INSTALLATION AND REPAIR OF CONTROL VALVES AND METERS, PUMPS AND TREATMENT OPERATIONS.
5. MANAGE EITHER GROUND, SURFACE WATER PLANT OR DISTRIBUTION OPERATIONS. MONITOR SYSTEM PERFORMANCE. IMPLEMENT CORRECTIVE ACTIONS TO RECTIFY SYSTEM PROBLEMS.
6. OVERSEE THE CONSTRUCTION AND MAINTENANCE OF THE WATER AUTHORITY'S GROUND, SURFACE WATER AND DISTRIBUTION SYSTEM.
7. INVESTIGATE RATE PAYER COMPLAINTS REGARDING FACILITIES OR SYSTEM PROBLEMS. RECOMMEND AND INITIATE CORRECTIVE WORK.
8. WORK WITH OPERATIONS AND MAINTENANCE ENGINEERS TO DEVELOP MODIFIED OPERATIONS PROCEDURES. MEET WITH DESIGN CONSULTANTS TO REVIEW FUTURE PLANT EXPANSIONS, MODIFICATIONS AND RENOVATIONS.
9. MONITOR THE CONSTRUCTION OF NEW GROUND OR SURFACE WATER COLLECTION, TREATMENT DISTRIBUTION FACILITIES. CONDUCT INSPECTIONS OF NEW EXISTING FACILITIES AND INSTALLATIONS. MAY INCLUDE FINAL INSPECTIONS.
10. CONFER WITH VENDORS REGARDING THE ACQUISITION OF NEW EQUIPMENT. OBTAIN OPERATIONAL CHARACTERISTICS AND COST ESTIMATES.
11. MAY OVERSEE THE INSTALLATION, MAINTENANCE AND REPAIR OF WATER DISTRIBUTION LINES, METERS AND HYDRANTS.
12. MAY OVERSEE PUMPS, MOTORS, TREATMENT EQUIPMENT AND APPARATUSES. INSPECT COMPLETED WORK.

13. PROVIDE INFORMATION AND EXPERTISE FOR CONTRACTS APPROPRIATENESS AND AVAILABILITY.

14. 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.

15. PARTICIPATE IN THE DEVELOPMENT AND ADMINISTRATION OF THE ASSIGNED BUDGET. PARTICIPATE IN THE FORECAST OF FUNDS NEEDED FOR STAFFING, EQUIPMENT, MATERIALS AND SUPPLIES. MONITOR AND APPROVE EXPENDITURES. IMPLEMENT ADJUSTMENTS.

16. SERVE AS THE LIAISON FOR ASSIGNED MAINTENANCE AND OPERATIONS AREA WITH OTHER WATER AUTHORITY DIVISIONS AND OUTSIDE AGENCIES. NEGOTIATE AND RESOLVE SENSITIVE AND CONTROVERSIAL ISSUES.

17. ATTEND AND PARTICIPATE IN PROFESSIONAL GROUP MEETINGS. STAY ABREAST OF NEW TRENDS AND INNOVATIONS IN THE FIELD OF WATER TECHNOLOGY, OPERATION AND MAINTENANCE.

18. 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.

#### **SUPPLEMENTAL FUNCTIONS**

1. PERFORM RELATED DUTIES AND RESPONSIBILITIES AS REQUIRED.

#### **PREFERRED KNOWLEDGE**

OPERATIONAL CHARACTERISTICS, SERVICES AND ACTIVITIES OF ASSIGNED WATER AUTHORITY MAINTENANCE PROGRAM OPERATIONAL CHARACTERISTICS, SERVICES AND ACTIVITIES OF LARGE WATER SYSTEMS THE MAXIMO WORK ORDER SYSTEM METHODS AND TECHNIQUES OF WATER DISTRIBUTION SYSTEM MAINTENANCE AND REPAIR PRINCIPLES AND PRACTICES OF ENGINEERING METHODS AND TECHNIQUES OF CONSTRUCTION PLAN REVIEW PRINCIPLES AND PRACTICES OF WATER DISTRIBUTION SYSTEM CONSTRUCTION WATER PRODUCTION, TREATMENT AND DISTRIBUTION SYSTEMS AND EQUIPMENT WATER DISTRIBUTION, PRODUCTION, STORAGE, BOOSTER PUMPS AND TREATMENT FACILITIES PRINCIPLES AND PRACTICES OF PROGRAM DEVELOPMENT AND ADMINISTRATION PRINCIPLES AND PRACTICES OF BUDGET PREPARATION AND ADMINISTRATION PRINCIPLES OF SUPERVISION, TRAINING AND PERFORMANCE EVALUATION PERTINENT FEDERAL, STATE AND LOCAL LAWS, CODES AND REGULATIONS INTERMEDIATE COMPUTER SKILLS WATER AUTHORITY PERSONNEL RULES AND REGULATIONS

#### **PREFERRED SKILL/ABILITY**

OVERSEE AND PARTICIPATE IN DRINKING WATER OPERATIONS AND MAINTENANCE ACTIVITIES OVERSEE, DIRECT AND COORDINATE THE WORK OF LOWER-LEVEL STAFF SELECT, SUPERVISE, TRAIN AND EVALUATE STAFF  
OVERSEE THE CONSTRUCTION AND MAINTENANCE OF THE AUTHORITY'S DRINKING WATER COLLECTION AND/OR DISTRIBUTION SYSTEM EFFECTIVELY SUPERVISE LARGE FIELD OPERATIONS CREWS IN ASSIGNED AREA RESPOND TO REQUESTS AND INQUIRIES FROM THE GENERAL PUBLIC PARTICIPATE IN THE DEVELOPMENT AND ADMINISTRATION OF DIVISION GOALS, OBJECTIVES AND PROCEDURES PREPARE CLEAR AND CONCISE ADMINISTRATIVE REPORTS ANALYZE PROBLEMS, IDENTIFY ALTERNATIVE SOLUTIONS, PROJECT CONSEQUENCES OF PROPOSED ACTIONS AND IMPLEMENT RECOMMENDATIONS IN SUPPORT OF GOALS INTERPRET AND APPLY FEDERAL, STATE AND LOCAL POLICIES, LAWS AND REGULATIONS 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 ENVIRONMENT; 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; SITTING, STANDING OR WALKING FOR PROLONGED PERIODS; AND OPERATING MOTORIZED VEHICLES.