

Water Authority Position Description

OPS/MAINT SUPT-WR COLLECTIONS

| Status | Position Code | Level | Date |
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| APPROVED | STFC | 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 THE WATER AUTHORITY'S WASTEWATER COLLECTIONS AND LINE SYSTEMS OPERATIONS AND MAINTENANCE ACTIVITIES. 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, SANITARY TECHNOLOGY 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 NEW MEXICO COLLECTION SYSTEMS II CERTIFICATE OR A STATE OF NEW MEXICO WASTEWATER II CERTIFICATE
 POSSESSION OF A VALID NEW MEXICO DRIVER'S LICENSE
 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 ADMINISTRATIVE DIRECTION FROM ASSIGNED MANAGEMENT STAFF.
 TECHNICAL AND SUPPORT STAFF.

ESSENTIAL FUNCTIONS

1. MANAGE THE WATER AUTHORITY'S WASTEWATER COLLECTIONS, OPERATIONS AND MAINTENANCE ACTIVITIES AND INFRASTRUCTURE.
2. MANAGE AND PARTICIPATE IN THE DEVELOPMENT AND IMPLEMENTATION OF GOALS, OBJECTIVES, POLICIES AND PRIORITIES FOR ASSIGNED PROGRAMS. RECOMMEND AND ADMINISTER POLICIES AND PROCEDURES.
3. MONITOR AND EVALUATE THE EFFICIENCY AND EFFECTIVENESS OF SERVICE DELIVERY METHODS AND PROCEDURES. RECOMMEND, WITHIN DIVISIONAL POLICY, APPROPRIATE SERVICE AND STAFFING LEVELS.
4. 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.
5. CONDUCT FIELD INSPECTIONS AND OVERSEE TESTS OF WASTE WATER COLLECTION EQUIPMENT, MONITOR THE INSTALLATION AND REPAIR OF CONTROL VALVES AND METERS.
6. OVERSEE THE INSTALLATION, MAINTENANCE AND REPAIR OF WASTE WATER COLLECTION LINES, PUMPS, MOTORS, TREATMENT EQUIPMENT AND APPURTENANCES, INSPECT COMPLETED WORK.
7. MAY OVERSEE THE CONSTRUCTION AND MAINTENANCE OF THE WATER AUTHORITY'S WASTEWATER COLLECTION SYSTEM INCLUDING LINE CLEANING OPERATIONS.
8. INVESTIGATE RATE PAYER COMPLAINTS REGARDING FACILITIES OR SYSTEM PROBLEMS. RECOMMEND AND INITIATE CORRECTIVE WORK.
9. WORK WITH OPERATIONS AND MAINTENANCE ENGINEERS TO DEVELOP MODIFIED OPERATIONS PROCEDURES. MEET WITH DESIGN CONSULTANTS TO REVIEW FUTURE PLANT EXPANSIONS, MODIFICATIONS AND RENOVATIONS.
10. MAY MONITOR THE CONSTRUCTION OF NEW WASTEWATER COLLECTION AND TREATMENT FACILITIES. CONDUCT INSPECTIONS OF NEW FACILITIES AND INSTALLATIONS.
11. CONFER WITH VENDORS REGARDING THE ACQUISITION OF NEW EQUIPMENT. OBTAIN OPERATIONAL CHARACTERISTICS AND COST ESTIMATES.
12. MONITOR CONTRACTS FOR APPROPRIATENESS AND AVAILABILITY.
13. PARTICIPATE IN THE EMPLOYEE INTERVIEW/SELECTION PROCESS. TRAIN, MOTIVATE AND EVALUATE ASSIGNED STAFF. PROVIDE OR COORDINATE TRAINING. WORK WITH EMPLOYEES TO CORRECT DEFICIENCIES. IMPLEMENT DISCIPLINE AS NEEDED.
14. OVERSEE AND 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.
15. 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.

SUPPLEMENTAL FUNCTIONS

1. PERFORM RELATED DUTIES AND RESPONSIBILITIES AS REQUIRED.
2. ATTEND AND PARTICIPATE IN PROFESSIONAL GROUP MEETINGS; STAY ABREAST OF NEW TRENDS AND INNOVATIONS IN THE FIELD OF PUBLIC WORKS MAINTENANCE.

PREFERRED KNOWLEDGE

OPERATIONAL CHARACTERISTICS, SERVICES AND ACTIVITIES OF WATER AUTHORITY
WASTEWATER COLLECTION AND MAINTENANCE PROGRAM OPERATIONAL
CHARACTERISTICS, SERVICES AND ACTIVITIES OF LARGE WASTE WATER COLLECTION
SYSTEMS METHODS AND TECHNIQUES OF WASTEWATER COLLECTION SYSTEM
MAINTENANCE AND REPAIR PRINCIPLES AND PRACTICES OF ENGINEERING
METHODS AND TECHNIQUES OF CONSTRUCTION PLAN REVIEW
PRINCIPLES AND PRACTICES OF WASTEWATER COLLECTION SYSTEM CONSTRUCTION
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 WASTEWATER OPERATIONS AND MAINTENANCE
ACTIVITIES OVERSEE, DIRECT AND COORDINATE THE WORK OF STAFF
SELECT, SUPERVISE, TRAIN AND EVALUATE STAFF
OVERSEE THE CONSTRUCTION AND MAINTENANCE OF THE AUTHORITY'S WASTEWATER
COLLECTION 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 AND ADMINISTER LARGE AND COMPLEX BUDGETS
PREPARE CLEAR AND CONCISE ADMINISTRATIVE AND FINANCIAL 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.