

Water Authority Position Description

OPS/MAINT SUPT WR PLANT MAINT

Status	Position Code	Level	Date
APPROVED	STPM	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 MAINTENANCE OF WASTEWATER COLLECTION AND TREATMENT FACILITIES. ENSURE COMPLIANCE WITH STATE AND FEDERAL ENVIRONMENTAL REGULATIONS RELATING TO PUBLIC HEALTH AND WELFARE.

MIN EDUCATION & EXPERIENCE REQ

BACHELOR'S DEGREE IN INDUSTRIAL MAINTENANCE, ELECTRICAL OR ELECTRONICS OR RELATED FIELD PLUS FIVE (5) YEARS OF WASTEWATER OPERATIONS AND/OR MAINTENANCE EXPERIENCE INCLUDING TWO (2) YEARS SUPERVISORY EXPERIENCE.

ADDITIONAL REQUIREMENTS

POSSESSION OF, OR ABILITY TO OBTAIN AND MAINTAIN A VALID AUTHORITY OPERATOR PERMIT (AOP)
 POSSESSION OF A VALID NEW MEXICO DRIVER'S LICENSE
 REQUIRES AN ANNUAL PULMONARY FUNCTION TEST (PFT)
 POSSESSION OF A NEW MEXICO WASTEWATER OPERATOR LEVEL II CERTIFICATE. MUST OBTAIN A NEW MEXICO WASTEWATER OPERATOR LEVEL III CERTIFICATE WITHIN ONE (1) YEAR.

SUPERVISION RECEIVED/EXERCISED

RECEIVES ADMINISTRATIVE DIRECTION FROM ASSIGNED MANAGEMENT STAFF.
 EXERCISES DIRECT SUPERVISION OVER SUPERVISORY, PROFESSIONAL, TECHNICAL AND SUPPORT STAFF.

ESSENTIAL FUNCTIONS

1. MANAGE WASTEWATER OPERATIONS AND MAINTENANCE ACTIVITIES TO INCLUDE MECHANICAL, ELECTRICAL, INSTRUMENTATION AND LABORER TRADES.
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 PLANS FOR THE ASSIGNED STAFF. REVIEW AND EVALUATE WORK PRODUCTS, METHODS AND PROCEDURES. MEET WITH STAFF TO IDENTIFY AND RESOLVE PROBLEMS.
5. INVESTIGATE RATE PAYER COMPLAINTS REGARDING FACILITIES OR SYSTEM PROBLEMS. RECOMMEND AND INITIATE CORRECTIVE WORK.
6. PARTICIPATE IN THE PLANNING, CONSTRUCTION AND MODIFICATION OF PLANT AND ASSOCIATED FACILITIES. REVIEW DESIGNS, DIAGRAMS, AND CONSTRUCTION SPECIFICATIONS AS A PART OF CAPITAL IMPROVEMENT PROJECTS.
7. MONITOR THE CONSTRUCTION OF NEW WASTEWATER COLLECTION AND TREATMENT FACILITIES. CONDUCT INSPECTIONS OF NEW FACILITIES AND INSTALLATIONS.
8. CONFER WITH VENDORS REGARDING THE ACQUISITION OF NEW EQUIPMENT. OBTAIN OPERATIONAL CHARACTERISTICS AND COST ESTIMATES.
9. 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.
10. 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.
11. SERVE AS THE LIAISON FOR ASSIGNED MAINTENANCE AREA WITH OTHER DIVISIONS AND OUTSIDE AGENCIES. NEGOTIATE AND RESOLVE SENSITIVE AND CONTROVERSIAL ISSUES.
12. ENSURE COMPLIANCE WITH ASSIGNED PROCESS SAFETY MANAGEMENT PROGRAMS.

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 LARGE WASTEWATER RECLAMATION SYSTEMS
METHODS AND TECHNIQUES OF WASTEWATER COLLECTION FACILITIES MAINTENANCE AND REPAIR
PRINCIPLES AND PRACTICES OF ENGINEERING
METHODS AND TECHNIQUES OF CONSTRUCTION PLAN REVIEW
PRINCIPLES AND PRACTICES OF WASTEWATER COLLECTION SYSTEMS, LIFT STATIONS, AND WASTEWATER TREATMENT PLANT CONSTRUCTION
PRINCIPLES AND PRACTICES OF PROGRAM DEVELOPMENT AND ADMINISTRATION
PRINCIPLES AND PRACTICES OF GOVERNMENTAL BUDGET PREPARATION AND ADMINISTRATION
PRINCIPLES OF SUPERVISION, TRAINING AND PERFORMANCE EVALUATION
PERTINENT FEDERAL, STATE AND LOCAL LAWS, CODES AND REGULATIONS
INTERMEDIATE COMPUTER SKILLS

PREFERRED SKILL/ABILITY

OVERSEE AND PARTICIPATE IN WASTEWATER MAINTENANCE ACTIVITIES
OVERSEE, DIRECT AND COORDINATE THE WORK OF STAFF
SELECT, SUPERVISE, TRAIN AND EVALUATE STAFF
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 AND CODES
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. REMOTE POSSIBILITY OF EXPOSURE TO TOXIC CHEMICALS OR GASSES.

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.