

Water Authority Position Description

OPS/MAINT SUPT SAF

Status	Position Code	Level	Date
APPROVED	STSF	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 A SLUDGE DISPOSAL AND COMPOSITING FACILITY. ENSURE COMPLIANCE WITH STATE AND FEDERAL ENVIRONMENTAL REGULATIONS RELATING TO PUBLIC HEALTH AND WELFARE.

MIN EDUCATION & EXPERIENCE REQ

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

ADDITIONAL REQUIREMENTS

POSSESSION OF, OR ABILITY TO OBTAIN AND MAINTAIN A VALID AUTHORITY OPERATOR PERMIT (AOP)
 POSSESSION OF A COMPOST FACILITY MANAGER CERTIFICATE
 POSSESSION OF A VALID NEW MEXICO DRIVER'S LICENSE
 POSSESSION OF A NEW MEXICO WASTEWATER CERTIFICATE, LEVEL IV

SUPERVISION RECEIVED/EXERCISED

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

ESSENTIAL FUNCTIONS

1. MANAGE THE AUTHORITY'S COMPOSITING FACILITY UTILIZING SLUDGE AND WASTE FROM THE WATER AUTHORITY'S WATER AND WASTEWATER OPERATIONS AND GREEN WASTE FROM LOCAL AREA ORGANIZATIONS. CREATE, DISTRIBUTE AND SELL COMPOSTED MATERIALS.
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 STAFF. REVIEW AND EVALUATE WORK PRODUCTS, METHODS AND PROCEDURES. MEET WITH STAFF TO IDENTIFY AND RESOLVE PROBLEMS.
5. SUPERVISE WASTEWATER PLANT OPERATIONS. MONITOR SYSTEM PERFORMANCE. IMPLEMENT CORRECTIVE ACTIONS TO RECTIFY SYSTEM PROBLEMS.
6. MAY OVERSEE THE CONSTRUCTION AND MAINTENANCE OF THE WATER AUTHORITY'S WASTEWATER COLLECTION SYSTEM INCLUDING LINE CLEANING OPERATIONS.
7. MAY WORK WITH OPERATIONS AND MAINTENANCE ENGINEERS TO DEVELOP MODIFIED OPERATIONS PROCEDURES. MEET WITH DESIGN CONSULTANTS TO REVIEW FUTURE PLANT EXPANSIONS, MODIFICATIONS AND RENOVATIONS.
8. MAY MONITOR THE CONSTRUCTION OF NEW WASTEWATER COLLECTION AND TREATMENT FACILITIES. CONDUCT INSPECTIONS OF NEW FACILITIES AND INSTALLATIONS.
9. CONFER WITH VENDORS REGARDING THE ACQUISITION OF NEW EQUIPMENT. OBTAIN OPERATIONAL CHARACTERISTICS AND COST ESTIMATES.
10. 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.
11. 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.
12. 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 ASSIGNED WATER AUTHORITY MAINTENANCE PROGRAM
METHODS AND TECHNIQUES OF WASTEWATER COLLECTION SYSTEM MAINTENANCE AND REPAIR
PRINCIPLES AND PRACTICES OF ENGINEERING
PRINCIPLES AND PRACTICES OF WASTEWATER COLLECTION SYSTEM CONSTRUCTION
PRINCIPLES AND PRACTICES OF ORGANIC MATERIAL COMPOSTING
PRINCIPLES AND PRACTICES OF PROGRAM DEVELOPMENT AND ADMINISTRATION
PRINCIPLES AND PRACTICES OF MUNICIPAL 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 LOWER-LEVEL STAFF
SELECT, SUPERVISE, TRAIN AND EVALUATE STAFF
OVERSEE THE CONSTRUCTION AND MAINTENANCE OF THE AUTHORITY'S WASTEWATER COLLECTION SYSTEM
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

MAINTAIN MENTAL CAPACITY WHICH ALLOWS THE CAPABILITY OF MAKING SOUND DECISIONS AND DEMONSTRATING INTELLECTUAL CAPABILITIES
MAINTAIN PHYSICAL CONDITION APPROPRIATE TO THE PERFORMANCE OF ASSIGNED DUTIES AND RESPONSIBILITIES

WORKING CONDITIONS

OFFICE ENVIRONMENT; WASTEWATER PLANT AND FIELD ENVIRONMENT; WORK AROUND HEAVY EQUIPMENT; DRIVING; 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.