

Water Authority Position Description

OPS/MAINT SUPV-CROSS CONNECT

Status	Position Code	Level	Date
APPROVED	SVCC	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, COORDINATE AND PREPARE THE WORK OF STAFF RESPONSIBLE FOR OPERATIONS AND ACTIVITIES TO ELIMINATE CROSS-CONNECTIONS WITH THE WATER AUTHORITY'S WATER DISTRIBUTION SYSTEM. ENSURE THE PUBLIC HEALTH AND WELFARE BY KEEPING THE DRINKING WATER SUPPLY CLEAN AND FREE FROM ANY POSSIBLE CROSS CONNECTION CONTAMINATION.

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, OR ABILITY TO OBTAIN AND MAINTAIN A VALID AUTHORITY OPERATOR PERMIT (AOP)
 POSSESSION OF A WATER AUTHORITY BACKFLOW TECHNICIAN CERTIFICATE
 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. ASSIST THE CROSS-CONNECTION SUPERVISOR WITH WRITING AND ENFORCING THE WATER AUTHORITY'S CROSS-CONNECTION ORDINANCE.
2. SCHEDULE AND PERFORM CROSS-CONNECTION INSPECTIONS.
3. ENSURE COMPLIANCE WITH LOCAL AND STATE ORDINANCES AND LAWS
4. RECOMMEND AND ASSIST IN THE IMPLEMENTATION OF GOALS AND OBJECTIVES. IMPLEMENT APPROVED POLICIES AND PROCEDURES.
5. ASSIST CUSTOMERS WHO ARE NOT IN COMPLIANCE AND ASSIST THEM WITH COMING INTO FULL COMPLIANCE.
6. TROUBLE SHOOT AND WORK WITH CROSS-CONNECTION DATA BASE.
7. REVIEW AND ANALYZE CONTRACT DRAWINGS AND SPECIFICATIONS. ENSURE THE REQUIRED INSTRUMENTATION IS INCLUDED AND COMPLIANCE WITH APPLICABLE RULES AND REGULATIONS.
8. ASSIST IN CONTRACTOR RELATED PROJECTS MAY RECOMMEND REHABILITATION/DESIGN MODIFICATIONS.
9. REVIEW CURRENT LIST OF REGISTERED BACK-FLOW TESTERS AND MONITOR THEIR WORK PRODUCT.
10. REVIEW METHODS AND MATERIALS NEEDED FOR WORK ORDER. RECOMMEND FUTURE ACTIONS FOR REPAIRS.
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, MOTIVATE AND EVALUATE ASSIGNED STAFF. PROVIDE OR COORDINATE TRAINING. WORK WITH EMPLOYEES TO CORRECT DEFICIENCIES. IMPLEMENT DISCIPLINE AS NEEDED.

SUPPLEMENTAL FUNCTIONS

1. PREPARE ANALYTICAL AND STATISTICAL REPORTS ON OPERATIONS AND ACTIVITIES.
2. PERFORM RELATED DUTIES AND RESPONSIBILITIES AS REQUIRED.

PREFERRED KNOWLEDGE

OPERATIONAL CHARACTERISTICS, SERVICES AND ACTIVITIES OF A WATER DISTRIBUTION SYSTEM
WATER AUTHORITY WATER SYSTEM MAPS AND DRAWINGS
MODERN AND COMPLEX PRINCIPLES AND PRACTICES OF CROSS CONNECTIONS
PRINCIPLES OF SUPERVISION, TRAINING AND PERFORMANCE EVALUATION
STANDARD SAFETY PRACTICES AND PROCEDURES
PERTINENT FEDERAL, STATE AND LOCAL LAWS, CODES AND REGULATIONS
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, 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
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