

# Water Authority Position Description

## OPS/MAINT SUPV WATER REC COLL

Status	Position Code	Level	Date
APPROVED	SVFC	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, ASSIGN, REVIEW AND PARTICIPATE IN THE OPERATIONS AND MAINTENANCE OF A WASTEWATER COLLECTION SYSTEM. ENSURE COMPLIANCE WITH STATE AND FEDERAL ENVIRONMENTAL REGULATIONS RELATING TO PUBLIC HEALTH AND WELFARE.

### MIN EDUCATION & EXPERIENCE REQ

ASSOCIATE'S DEGREE OR A TWO (2) YEAR TECHNICAL CERTIFICATION IN ENVIRONMENTAL TECHNOLOGY, SANITARY TECHNOLOGY OR RELATED FIELD, OR TWO (2) YEARS OF TRAINING IN WASTEWATER COLLECTION SYSTEM MAINTENANCE, PLUS FIVE (5) YEARS OF WASTEWATER 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 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

RECEIVE GENERAL DIRECTION FROM HIGHER LEVEL SUPERVISORY OR MANAGEMENT STAFF

EXERCISE DIRECT SUPERVISION OVER STAFF

**ESSENTIAL FUNCTIONS**

1. ASSIGN AND SUPERVISE AND REVIEW WORK OF STAFF RESPONSIBLE FOR THE OPERATIONS AND MAINTENANCE OF THE WATER AUTHORITY'S WATER RECLAMATION COLLECTION SYSTEMS INCLUDING LINES, LIFT STATIONS AND ODOR CONTROL.
2. ESTABLISH CREW SCHEDULES AND METHODS FOR PROVIDING OPERATIONS AND MAINTENANCE SERVICES. REVIEW RESOURCE NEEDS. REVIEW NEEDS WITH APPROPRIATE MANAGEMENT STAFF. ALLOCATE RESOURCES ACCORDINGLY. RECOMMEND FUTURE ACTIONS FOR REPAIR.
3. PARTICIPATE IN THE DEVELOPMENT OF POLICIES AND PROCEDURES. MONITOR WORK ACTIVITIES TO ENSURE COMPLIANCE WITH ESTABLISHED POLICIES AND PROCEDURES. MAKE RECOMMENDATIONS FOR CHANGES AND IMPROVEMENTS TO EXISTING STANDARDS AND PROCEDURES.
4. RECOMMEND AND ASSIST IN THE IMPLEMENTATION OF GOALS AND OBJECTIVES. IMPLEMENT APPROVED POLICIES AND PROCEDURES.
5. PERFORM TECHNICAL AND COMPLEX TASKS OF THE WORK UNIT INCLUDING COORDINATION OF WORK BETWEEN CREWS, AND PERFORM SAFETY INSPECTIONS OF THE WORK SITE.
6. SCHEDULE, ASSIGN AND REVIEW OPERATIONS AND MAINTENANCE ACTIVITIES ON WASTEWATER COLLECTION SYSTEMS, LINES, LIFT STATIONS AND ODOR CONTROL.

**SUPPLEMENTAL FUNCTIONS**

1. PREPARE ANALYTICAL AND STATISTICAL REPORTS ON OPERATIONS AND ACTIVITIES.
2. PERFORM RELATED DUTIES AND RESPONSIBILITIES AS REQUIRED.
7. PREPARE BID SPECIFICATIONS FOR THE PURCHASE OF NEEDED EQUIPMENT AND SUPPLIES. OBTAIN COST ESTIMATES FROM VENDORS. ENSURE COMPLIANCE WITH APPLICABLE PURCHASING GUIDELINES.
8. REVIEW AND ANALYZE CONTRACT DRAWINGS AND SPECIFICATIONS. ENSURE THE REQUIRED INSTRUMENTATION IS INCLUDED AND COMPLIANCE WITH APPLICABLE RULES AND REGULATIONS.
9. ASSIST IN CONTRACTOR RELATED PROJECTS. MAY RECOMMEND REHABILITATION/DESIGN MODIFICATIONS.
10. MAY RESPOND TO EMERGENCY SITUATIONS.
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.

**PREFERRED KNOWLEDGE**

OPERATIONAL CHARACTERISTICS, SERVICES AND ACTIVITIES OF A WASTEWATER COLLECTION SYSTEM  
WATER AUTHORITY COLLECTION SYSTEM MAPS AND DRAWINGS  
MODERN AND COMPLEX PRINCIPLES AND PRACTICES OF PREVENTIVE AND CORRECTIVE MAINTENANCE  
APPROPRIATE ELECTRICAL, MECHANICAL AND ELECTRONIC COMPONENTS OF ASSIGNED SYSTEM  
OPERATION AND MAINTENANCE OF LIGHT TO HEAVY CONSTRUCTION EQUIPMENT  
PRINCIPLES OF SUPERVISION, TRAINING AND PERFORMANCE EVALUATION  
PERFORM OPERATIONS AND MAINTENANCE OF EQUIPMENT  
STANDARD SAFETY PRACTICES AND PROCEDURES  
PERTINENT FEDERAL, STATE AND LOCAL LAWS, CODES AND REGULATIONS  
READ, INTERPRET AND PREPARE SCHEMATICS AND WIRING DIAGRAMS  
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 AND ELECTRONIC 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  
USE VARIOUS DIAGNOSTIC EQUIPMENT ASSOCIATED WITH ELECTRONIC AND COMPUTER SYSTEM MAINTENANCE  
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 OR WASTE WATER, HEAVY TRAFFIC, CHEMICALS AND BIO-HAZARDS

**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