

# Water Authority Position Description

## OPS/MAINT SUPV PLANT MAINT

Status	Position Code	Level	Date
APPROVED	SVPM	M26	May 2018

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 AND COORDINATE MAINTENANCE ACTIVITIES FOR EITHER THE WATER RECLAMATION PLANT, THE COGENERATION FACILITY OR THE SURFACE WATER TREATMENT PLANT. PRIORITIZE, ASSIGN AND SUPERVISE THE WORK OF STAFF RESPONSIBLE FOR THE MAINTENANCE OF THE WATER AUTHORITY'S MECHANICAL, ELECTRICAL & ELECTRONIC EQUIPMENT. 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 INDUSTRIAL MAINTENANCE, NATURAL GAS ENGINE MAINTENANCE OR ELECTRICAL TRADES OR RELATED FIELD, OR TWO (2) YEARS OF TRAINING IN INDUSTRIAL ENGINE REPAIR, DIESEL MECHANICS OR ELECTRONICS, PLUS FIVE (5) YEARS OF 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 VALID NEW MEXICO DRIVER'S LICENSE  
 MUST OBTAIN A WATER OR WASTEWATER OPERATOR LEVEL II CERTIFICATION WITHIN 1 YEAR OF HIRE DEPENDING ON ASSIGNED LOCATION  
 MUST BE ABLE TO PASS RESPIRATORY CLEARANCE EXAM PRIOR TO HIRE AND AT LEAST EVERY THREE YEARS AFTER HIRE. DEPENDING ON LOCATION MUST BE ABLE TO PASS RESPIRATOR FIT TEST WITHIN 30 DAYS OF HIRE AND ANNUALLY THEREAFTER.  
 MUST SUBMIT TO OZONE MEDICAL EXAM, AS APPROPRIATE TO THE JOB POSITION, PRIOR TO HIRE AND AT LEAST EVERY THREE YEARS AFTER HIRE.  
 EL1J OR EE98J LICENSE PREFERRED WHEN ASSIGNED TO SWRP, RESPONSIBLE FOR MAINTAINING AND OPERATING COGENERATION FACILITIES

### SUPERVISION RECEIVED/EXERCISED

RECEIVE GENERAL DIRECTION FROM HIGHER LEVEL SUPERVISORY OR MANAGEMENT STAFF

EXERCISE DIRECT SUPERVISION OVER STAFF

### **ESSENTIAL FUNCTIONS**

1. ASSIGN, SUPERVISE AND REVIEW WORK OF STAFF RESPONSIBLE FOR THE MAINTENANCE OF THE WATER AUTHORITY'S EQUIPMENT AND MACHINERY AT THE ASSIGNED WORK UNIT.
2. MANAGE A PREVENTATIVE MAINTENANCE PROGRAM FOR WATER PUMPS, CHEMICAL PUMPS, MOTORS, MOTOR CONTROL CABINETS, ANALYZERS, MIXERS, AIR COMPRESSORS, RECIPROCATING INTERNAL COMBUSTION ENGINES, HEAT EXCHANGERS, HVAC SYSTEMS, COOLING TOWERS, RADIATOR FANS AND OTHER AUXILIARY EQUIPMENT.
3. DETERMINE METHODS AND MATERIALS NEEDED FOR REPAIR AND INSTALLATION OF EQUIPMENT AND MACHINERY. INSPECT WORK IN PROGRESS AND COMPLETED WORK TO ENSURE THAT REPAIRS AND MAINTENANCE ARE IN ACCORDANCE WITH APPLICABLE REQUIREMENTS.
4. 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.
5. RECOMMEND AND ASSIST IN THE IMPLEMENTATION OF GOALS AND OBJECTIVES. IMPLEMENT APPROVED POLICIES AND PROCEDURES.
6. PARTICIPATE IN PLANNING AND IMPLEMENTING COMPREHENSIVE STAFF TRAINING PROGRAMS.
7. ESTABLISH SCHEDULES, PROCEDURES AND METHODS FOR PLANT MAINTENANCE. IDENTIFY RESOURCES NEEDED. REVIEW NEEDS WITH MANAGEMENT STAFF AND ALLOCATE ACCORDINGLY.
8. MAY RESPOND TO EMERGENCY SITUATIONS. PARTICIPATE IN THE PROCESS SAFETY MANAGEMENT (PSM) PROGRAM TO ENSURE THAT ALL PERSONNEL ARE PREPARED FOR AND ADHERE TO ALL PRECAUTIONS AND SAFE WORK PRACTICES AS DESCRIBED IN THAT PROGRAM.
9. REVIEW METHODS AND MATERIALS NEEDED FOR WORK ORDERS. RECOMMEND FUTURE ACTIONS FOR REPAIRS.
10. ENSURE STAFF IS PROPERLY TRAINED AND COMPLY WITH ALL SAFETY REQUIREMENTS AND PROTOCOLS.
11. 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**

PREVENTATIVE MAINTENANCE SCHEDULES  
NATURAL GAS/BIO-GAS INDUSTRIAL ENGINES, 240/480/4160V MOTORS AND MCCS,  
GENERATORS, BOILERS AND COMPRESSORS  
RECIPROCATING INTERNAL COMBUSTION ENGINES  
COMPUTERIZED MAINTENANCE MANAGEMENT SYSTEMS SOFTWARE  
MODERN AND COMPLEX PRINCIPLES AND PRACTICES OF PREVENTIVE AND CORRECTIVE  
MAINTENANCE AS RELATED TO ASSIGNED FACILITIES  
MODERN AND COMPLEX PRINCIPLES AND PRACTICES OF PLANT INSPECTION  
PRINCIPLES OF SUPERVISION, TRAINING AND PERFORMANCE EVALUATION  
PERFORM OPERATIONS AND MAINTENANCE OF MECHANICAL, ELECTRICAL AND  
ELECTRONIC EQUIPMENT  
STANDARD SAFETY PRACTICES AND PROCEDURES  
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  
INTERPRET AND ENFORCE DIVISION, AND 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  
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 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, WASTEWATER AND HAZARDOUS OR TOXIC CHEMICALS

### **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