

# Water Authority Position Description

## OPER/MAINT SUPV WR PLANT OPS

Status	Position Code	Level	Date
APPROVED	SVPO	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 TREATMENT FACILITY. ENSURE COMPLIANCE WITH STATE AND FEDERAL ENVIRONMENTAL REGULATIONS RELATING TO PUBLIC HEALTH AND WELFARE.

### MIN EDUCATION & EXPERIENCE REQ

ASSOCIATES DEGREE IN ENGINEERING, SANITARY TECHNOLOGY OR WATER TECHNOLOGY 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 VALID NEW MEXICO DRIVER'S LICENSE  
 REQUIRES AN ANNUAL PULMONARY FUNCTION TEST (PFT)  
 POSSESSION OF A NEW MEXICO WASTEWATER CERTIFICATE, LEVEL IV  
 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.

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### SUPERVISION RECEIVED/EXERCISED

RECEIVES ADMINISTRATIVE DIRECTION FROM ASSIGNED MANAGEMENT STAFF.

EXERCISES DIRECT SUPERVISION OVER SUPERVISORY, PROFESSIONAL, TECHNICAL AND SUPPORT STAFF.

**ESSENTIAL FUNCTIONS**

1. MANAGE A WASTEWATER OPERATIONS AND MAINTENANCE ACTIVITIES INCLUDING OPERATION AND/OR MAINTENANCE OF WASTEWATER TREATMENT AND SLUDGE DISPOSAL FACILITIES.
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 MAINTENANCE AND OPERATIONS STAFF. REVIEW AND EVALUATE WORK PRODUCTS, METHODS AND PROCEDURES. MEET WITH STAFF TO IDENTIFY AND RESOLVE PROBLEMS.
5. CONDUCT INSPECTIONS AND OVERSEE TESTS OF COLLECTION AND TREATMENT EQUIPMENT, MONITOR THE INSTALLATION AND REPAIR OF CONTROL VALVES AND METERS.
6. SUPERVISE AND MONITOR WASTEWATER PLANT OPERATIONS. MONITOR SYSTEM PERFORMANCE. IDENTIFY MECHANICAL, ELECTRICAL, OR INSTRUMENTATION PROBLEMS. IMPLEMENT CORRECTIVE ACTIONS TO RECTIFY SYSTEM PROBLEMS.
7. MAY OVERSEE THE CONSTRUCTION AND MAINTENANCE OF THE WATER AUTHORITY'S WASTEWATER COLLECTION SYSTEM INCLUDING CAPITAL IMPROVEMENT PROJECTS.
8. INVESTIGATE RATE PAYER COMPLAINTS REGARDING FACILITIES OR SYSTEM PROBLEMS. RECOMMEND AND INITIATE CORRECTIVE WORK.
9. PARTICIPATE IN THE PLANNING, CONSTRUCTION AND MODIFICATION OF PLANT AND ASSOCIATED FACILITIES. REVIEW DESIGNS, DIAGRAMS, AND CONSTRUCTION SPECIFICATIONS.
10. MONITOR THE CONSTRUCTION OF NEW WASTEWATER COLLECTION AND TREATMENT FACILITIES. CONDUCT INSPECTIONS OF NEW FACILITIES AND INSTALLATIONS.
11. CONFER WITH VENDORS REGARDING THE ACQUISITION OF NEW EQUIPMENT. OBTAIN OPERATIONAL CHARACTERISTICS AND COST ESTIMATES.
12. DEVELOP AND OVERSEE THE PROGRAM TO SUSTAIN MAINTENANCE AND OPERATIONS EMERGENCY RESPONSE TEAM MEMBERS ERT READINESS.
13. 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.

14. 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.

15. 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 LARGE WATER SYSTEMS  
METHODS AND TECHNIQUES OF WASTEWATER COLLECTION SYSTEM MAINTENANCE AND REPAIR  
PRINCIPLES AND PRACTICES OF ENGINEERING  
METHODS AND TECHNIQUES OF CONSTRUCTION PLAN REVIEW  
PRINCIPLES AND PRACTICES OF WASTEWATER COLLECTION SYSTEM CONSTRUCTION  
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 STAFF  
SELECT, SUPERVISE, TRAIN AND EVALUATE STAFF  
OVERSEE THE CONSTRUCTION AND MAINTENANCE OF THE WATER 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; 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.