

Water Authority Position Description

OPS/MAINT SUPV - SAF

Status	Position Code	Level	Date
APPROVED	SVSF	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 BIO-WASTE COMPOSTING AND RECYCLING FACILITY. 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 OR WATER COLLECTION SYSTEM MAINTENANCE PLUS FIVE (5) YEARS OF WATER OR WASTEWATER OPERATIONS AND MAINTENANCE EXPERIENCE INCLUDING ONE (1) YEAR DIRECT SUPERVISORY OR TECHNICAL LEAD EXPERIENCE IN AN ADMINISTRATIVE CAPACITY. EXPERIENCE WITH ORGANIC WASTE COMPOSTING DESIRED.

ADDITIONAL REQUIREMENTS

POSSESSION OF, OR ABILITY TO OBTAIN AND MAINTAIN A VALID AUTHORITY OPERATOR PERMIT (AOP)
MUST OBTAIN A COMPOST FACILITY MANAGER CERTIFICATE WITHIN 1 YEAR OF HIRE
POSSESSION OF A VALID NEW MEXICO DRIVER'S LICENSE
POSSESSION OF A NEW MEXICO WATER SUPPLY, LEVEL III CERTIFICATE OR NEW MEXICO WASTEWATER, LEVEL III CERTIFICATE PREFERRED

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 SOIL AMENDMENT FACILITY AND RELATED PLANT OPERATIONS.
2. MONITOR AND CONTROL SOIL AMENDMENT FACILITY AND RELATED PLANT FUNCTIONS THROUGH THE USE OF SCADA AND OTHER COMPLEX COMPUTER CONTROL SYSTEMS TO ACHIEVE COMPLIANCE WITH FEDERAL AND STATE REGULATIONS AND STANDARDS FOR THE DISCHARGE PERMIT.
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. INSPECT AND EVALUATE THE PROCESSING OF AND THE EQUIPMENT USED IN WATER OR WASTEWATER TREATMENT. MONITOR CHEMICAL DOSES. OBTAIN AND INTERPRET LABORATORY AND PROCESS DATA AND DIRECT OR MAKE ADJUSTMENTS TO LAB PROCESSES ACCORDINGLY.
6. PARTICIPATE IN PLANNING AND IMPLEMENTING COMPREHENSIVE STAFF TRAINING PROGRAMS.
7. ESTABLISH SCHEDULES, PROCEDURES AND METHODS FOR OPERATIONS SERVICES. IDENTIFY RESOURCES NEEDED. REVIEW NEEDS WITH MANAGEMENT STAFF AND ALLOCATE ACCORDINGLY.
8. MAY RESPOND TO EMERGENCY SITUATIONS. PARTICIPATE IN SAFETY PROGRAMS 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 TREATMENT PROCESS, CHEMICAL HANDLING AND 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

OPERATIONAL CHARACTERISTICS, SERVICES AND ACTIVITIES OF A WASTEWATER COLLECTION AND TREATMENT PLANT
AUTHORITY COLLECTION SYSTEM MAPS AND DRAWINGS
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 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 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
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