

Water Authority Position Description

WATER FACILITIES ANALYST

Status	Position Code	Level	Date
APPROVED	WFAN	P28	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

MONITOR AND EVALUATE THE PERFORMANCE OF WELL AND BOOSTER-PUMP FACILITIES AND RELATED EQUIPMENT, INCLUDING ARSENIC REMOVAL PLANT. RECOMMEND EQUIPMENT MAINTENANCE OR REPLACEMENT AND OVERSEE VENDOR CONTRACT. ENSURE COMPLIANCE WITH STATE AND FEDERAL ENVIRONMENTAL REGULATIONS RELATING TO PUBLIC HEALTH AND WELFARE.

MIN EDUCATION & EXPERIENCE REQ

BACHELOR'S DEGREE IN WATER TECHNOLOGY, ENGINEERING, ENVIRONMENTAL SCIENCE OR A RELATED FIELD, PLUS FOUR (4) YEARS WATER OR WASTEWATER OPERATION AND MAINTENANCE 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
 POSSESSION OF A NEW MEXICO WATER SUPPLY, LEVEL IV CERTIFICATE AT TIME OF HIRE
 POSSESSION OF A NEW MEXICO WASTEWATER CERTIFICATE, LEVEL II

SUPERVISION RECEIVED/EXERCISED

RECEIVES GENERAL DIRECTION FROM HIGHER LEVEL SUPERVISORY OR MANAGEMENT STAFF.

EXERCISE SUPERVISION OVER LOWER LEVEL STAFF.

ESSENTIAL FUNCTIONS

1. EVALUATE WELLS, BOOSTER PUMPS, AND FLOW METER PERFORMANCE. COLLECT DATA TO EVALUATE EQUIPMENT PERFORMANCE. PREPARE REPORTS OF EQUIPMENT OPERATION AND PERFORMANCE.
2. SET UP AND MAINTAIN DATABASES FROM COLLECTED DATA TO USE IN PREVENTIVE MAINTENANCE AND OR CORRECTIVE MEASURES OF EQUIPMENT.
3. MANAGE THE WELL AND PUMP MAINTENANCE CONTRACT. PREPARE AND ISSUE WORK ORDERS AND MONITOR CONTRACTOR'S WORK SCHEDULES AND PROGRESS. REVIEW AND APPROVE CONTRACTOR'S PAYMENT REQUESTS.
4. PERFORM PUMP TESTS FOR ACCEPTANCE OF NEW EQUIPMENT. MAINTAIN AND CALIBRATE FIELD TESTING EQUIPMENT.
5. MAINTAIN WRITTEN CHRONOLOGICAL HISTORY OF WORK PERFORMED ON FACILITIES EQUIPMENT (WELLS, BOOSTER PUMPS, FLOW METERS, RESERVOIRS AND ASSOCIATED EQUIPMENT).
6. MONITOR AND EVALUATE NORTHWEST SERVICE AREA OPERATIONS INCLUDING, BUT NOT LIMITED TO: WELL/PUMP OPERATIONS, BOOSTERS PUMPS, PUMP/ ENGINE CONTROLS, SCADA, DISINFECTION, CL2 MONITORING AND DATA COLLECTION SAMPLING AND CALIBRATION OF RELATED EQUIPMENT.
7. SET UP, AND MONITOR OPERATION OF CORRALES TRUNK ARSENIC REMOVAL PLANT. SET UP AND OVERSEE ARSENIC MEDIA CHANGE OUTS. SET UP AND MONITOR PH LOWERING SYSTEMS USED IN ARSENIC REMOVAL.
8. ASSIST ENGINEERS OR OTHER STAFF WITH SYSTEM PROBLEMS, INCLUDING BUT NOT LIMITED TO: TROUBLESHOOTING PUMP/DISINFECTION EQUIPMENT, CL2 ANALYZERS, SEWER LIFT STATIONS, PRV EQUIPMENT, ETC.
9. PARTICIPATE IN THE EMPLOYEE INTERVIEW/SELECTION PROCESS. TRAIN, EVALUATE AND COMMUNICATE WITH ASSIGNED STAFF. PROVIDE OR COORDINATE TRAINING. WORK WITH EMPLOYEES TO CORRECT DEFICIENCIES. IMPLEMENT DISCIPLINE AS NEEDED.

SUPPLEMENTAL FUNCTIONS

1. PERFORM WATER QUALITY SAMPLING OF WELLS AS REQUIRED.
2. PERFORM RELATED DUTIES AND RESPONSIBILITIES AS REQUIRED.

PREFERRED KNOWLEDGE

OPERATIONAL CHARACTERISTICS OF WELL AND BOOSTER PUMPS AND RELATED CONTROLS
METHODS AND TECHNIQUES OF WATER DISTRIBUTION SYSTEM MAINTENANCE AND REPAIR
MEDIA USED TO TREAT VOLATILE ORGANICS AND OTHER CONTAMINANTS, INCLUDING
ARSENIC, IN GROUNDWATER.

WATER DISTRIBUTION, PRODUCTION, STORAGE, BOOSTER PUMPS AND TREATMENT
FACILITIES

WATER LEVEL/PUMP LEVEL MEASUREMENT

MECHANICAL EQUIPMENT AND TROUBLESHOOTING OF EQUIPMENT USED IN WATER
PLANTS

CONTROL SYSTEMS AND LOGIC USED IN WATER PLANTS AND THEIR COMPONENTS

ON SITE GENERATION OF DISINFECTION (BLEACH) AND THEIR COMPONENTS

MAXIMO WORK ORDER SYSTEM

PRINCIPLES OF TECHNICAL REPORT WRITING

METHODS AND TECHNIQUES OF DATA COLLECTION AND ANALYSIS

PRINCIPLES AND PRACTICES OF ENGINEERING

PRINCIPALS AND PRACTICES OF CONTRACT NEGOTIATION AND ADMINISTRATION

BASIC MATHEMATICAL PRINCIPALS

PRINCIPLES OF SUPERVISION, TRAINING AND PERFORMANCE EVALUATION

OCCUPATIONAL HAZARDS AND STANDARD SAFETY PRECAUTIONS

PREFERRED SKILL/ABILITY

COMMUNICATE CLEARLY AND CONCISELY, BOTH ORALLY AND IN WRITING

RECEIVE AND RESPOND TO COMPLAINTS, INQUIRIES AND REQUESTS FOR INFORMATION
FROM THE PUBLIC

PLAN, LEAD AND REVIEW THE WORK OF PEERS AND LOWER LEVEL STAFF TO COMPLETE
PUMP AND WELL MONITORING AND EVALUATION ACTIVITIES

COORDINATE ACTIVITIES OF CONTRACTORS, PLANT AND FIELD OPERATIONS,
REGULATORY AGENCIES AND WATER QUALITY STAFF

PERFORM EVALUATIONS OF WELLS, BOOSTER-PUMP AND FLOW METER PERFORMANCE

MECHANICAL UNDERSTANDING AND ABILITY

TROUBLESHOOT PUMP AND EQUIPMENT WITH INSTRUMENTS

COLLECT, ANALYZE AND INTERPRET DATA

MAKE RECOMMENDATIONS FOR MAINTENANCE REQUIREMENTS

ADMINISTER MAINTENANCE CONTRACTS AND OVERSEE CONTRACTOR WORK

WRITE TECHNICAL SPECIFICATIONS

ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH THOSE

CONTACTED IN THE COURSE OF WORK

OPERATE A VARIETY OF COMPUTER EQUIPMENT AND SOFTWARE RELATIVE TO THE

ASSIGNED AREA OF RESPONSIBILITY

WORKING CONDITIONS

WATER AND WASTEWATER TREATMENT PLANT ENVIRONMENT; EXPOSURE TO NOISE,
DUST, GREASE, SMOKE, FUMES, GASES; WORK IN OR WITH WATER; WORK ON
SLIPPERY OR UNEVEN SURFACES.

PHYSICAL REQUIREMENTS

ESSENTIAL AND MARGINAL FUNCTIONS MAY REQUIRE MAINTAINING PHYSICAL
CONDITION NECESSARY FOR MODERATE OR LIGHT LIFTING; WALKING, STANDING OR
SITTING FOR PROLONGED PERIODS OF TIME.