

# Water Authority Position Description

## WASTEWATER STATIONS OPERATOR

Status	Position Code	Level	Date
APPROVED	WWSO	O62	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

OPERATE AND PERFORM MAINTENANCE AND REPAIR WORK IN SUPPORT OF WATER AUTHORITY'S WASTEWATER COLLECTIONS STATIONS TO INCLUDE VACUUM AND LIFT STATIONS.

### MIN EDUCATION & EXPERIENCE REQ

HIGH SCHOOL DIPLOMA OR GED PLUS SIXTY (60) CREDIT HOURS VOCATIONAL TRAINING OR COMPLETION OF A TWO (2) YEAR TECHNICAL PROGRAM IN WASTEWATER OPERATIONS, EQUIPMENT MAINTENANCE, OR RELATED FIELD, PLUS TWO (2) YEARS UTILITY WORK EXPERIENCE WITH WASTEWATER COLLECTION SYSTEMS, TREATMENT PLANT OPERATIONS OR TREATMENT PLANT MAINTENANCE, INCLUDING ONE (1) YEAR EXPERIENCE AS A WASTEWATER STATIONS TECHNICIAN OR COMPARABLE EXPERIENCE.

### 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  
 CERTIFICATE OF CPR  
 FIRST AID CERTIFICATE  
 POSSESSION OF A VALID NEW MEXICO DRIVER'S LICENSE  
 POSSESSION OF A WATER AUTHORITY WASTEWATER STATION OPERATOR CERTIFICATE  
 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

RECEIVES DIRECTION FROM HIGHER LEVEL SUPERVISORY OR MANAGEMENT STAFF.

MAY LEAD LOWER LEVEL STAFF.

**ESSENTIAL FUNCTIONS**

1. OPERATES WASTEWATER VACUUM AND LIFT STATIONS WITH FLOW RATES LESS THAN 20 MGD'S (MILLION GALLONS PER DAY).
2. INSPECT PUMPS, MOTORS, VALVES AND RELATED EQUIPMENT TO ENSURE PROPER FUNCTIONING. ADJUST SYSTEM PUMPS, VALVES, MOTORS, CONTROLS CHEMICAL INJECTORS, AND SWITCHES TO ENSURE PROPER OPERATION.
- 3 PERFORM PREVENTIVE MAINTENANCE ON LIFT STATIONS AND VACUUM SEWER SYSTEM EQUIPMENT. CHANGE OIL ON ALL VACUUM PUMPS AND REPLACE FILTERS AS NEEDED.
4. PERFORM MINOR REPAIRS OF PUMPS, BAR SCREENS, FLOATS, PIPING AND OTHER EQUIPMENT.
5. MONITOR WET WELL LEVEL TRANSMITTER.
6. COLLECT, RECORD, AND REPORT DATA PERTINENT TO ALL STATION OPERATIONS INCLUDING MONTHLY REPORTS, FLOW TRENDS, POWER USAGE, INVENTORY TAGGING AND HOURS OF OPERATION.
7. RESPOND TO SERVICE CALL OUTS AND MAINTAIN LOG OF CALLS AND ACTION TAKEN USING MAXIMO WORK ORDER SYSTEM. EVALUATE EQUIPMENT FAILURES AND DETERMINE PRIORITY REPAIR STATUS. TAKE CORRECTIVE ACTION AS NECESSARY.
8. WORK WITH OR ASSIST OTHER WORK GROUPS INCLUDING LINE MAINTENANCE WORKERS, ELECTRICIANS, AND INSTRUMENTATION TECHNICIANS.
9. UPON COMPLETION OF CONSTRUCTION, PRESSURE TEST STORM AND SEWER LINES. ISOLATE VACUUM STATIONS AND TEST FOR VACUUM LEAKS.
10. OBSERVE WASTEWATER FLOW FOR UNAUTHORIZED DUMPING OF GREASE, OIL, PAINT, OR OTHER POLLUTANTS OR CORROSIVE CHEMICALS.
11. ADHERE TO SAFE WORK PRACTICES AND PROCEDURES. INVESTIGATE AND REPORT ALL ACCIDENTS.
12. INSPECT EXISTING VALVE PITS FOR ILLEGAL SERVICE CONNECTIONS AND DOCUMENT.
13. RESPOND WITHOUT SUPERVISION TO LOW VAC CALLOUTS AND DIRECT TEAM EFFORTS TO ISOLATE, IDENTIFY AND RESOLVE CAUSE.
14. OPERATE BACKHOE AND VACTOR ON AN AS-NEEDED BASIS.
15. PERFORM CONFINED SPACE ENTRIES DAILY. USE AND MAINTAIN SELF-CONTAINED BREATHING APPARATUS (SCBA) FOR PERFORMANCE OF CONFINED SPACE ENTRY DUTIES.
16. REBUILD VACUUM VALVES AND CONTROLLERS.
17. KEEP SUPERVISOR INFORMED ON ALL ACTIONS TAKEN.

**SUPPLEMENTAL FUNCTIONS**

1. MAY PERFORM GENERAL CLEANING AND MAINTENANCE OF STATION FACILITIES AND GROUNDS.
2. RESPOND TO PUBLIC INQUIRIES; PROVIDE INFORMATION AND RESOLVE COMPLAINTS IN AN EFFICIENT AND TIMELY MANNER.
3. PERFORM RELATED DUTIES AND RESPONSIBILITIES AS REQUIRED.
4. ATTEND TRAINING CLASSES, SEMINARS AND CERTIFICATION PROGRAMS AS NEEDED.

#### **PREFERRED KNOWLEDGE**

OPERATIONS, SERVICES AND ACTIVITIES OF A WASTEWATER AND STORM WATER COLLECTION SYSTEM LIFT AND TRANSFER STATIONS  
STATION PIPING AND VALVE CONFIGURATION  
OPERATIONAL CHARACTERISTICS OF WASTEWATER AND STORM WATER COLLECTION SYSTEM MAINTENANCE, EQUIPMENT, AND TOOLS  
PRINCIPLES AND PRACTICES OF PREVENTIVE MAINTENANCE AND TREATMENT PLANT INSPECTION  
OCCUPATIONAL HAZARDS INCLUDING TOXIC GASES AND LOW OXYGEN LEVELS  
PERTINENT FEDERAL, STATE AND LOCAL CODES, LAWS AND REGULATIONS

#### **PREFERRED SKILL/ABILITY**

MAINTAIN AND PERFORM REPAIR OF WASTEWATER AND STORM WATER LIFT AND TRANSFER STATIONS  
INDEPENDENTLY PERFORM THE MOST DIFFICULT MAINTENANCE AND OPERATIONS TASKS  
READ, UNDERSTAND, AND INTERPRET BLUEPRINTS AND MANUALS  
PERFORM STRENUOUS LABOR ACTIVITIES FOR EXTENDED PERIODS IN ADVERSE CONDITIONS AND WORK IN CONFINED SPACES  
USE AND MAINTAIN SELF-CONTAINED BREATHING APPARATUS (SCBA)  
WORK INDEPENDENTLY IN THE ABSENCE OF SUPERVISION  
UNDERSTAND AND FOLLOW ORAL AND WRITTEN INSTRUCTIONS  
COMMUNICATE CLEARLY AND CONCISELY, BOTH ORALLY AND IN WRITING  
ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH THOSE CONTACTED IN THE COURSE OF WORK

#### **WORKING CONDITIONS**

WATER AND WASTEWATER TREATMENT PLANT ENVIRONMENT; WORK WITH AND IN WATER; WORK AND INSPECT IN CONFINED SPACES; WORK ON SLIPPERY AND UNEVEN SURFACES; EXPOSURE TO NOISE, DUST, SMOKE, FUMES, GASES, AND INFECTIOUS MATERIALS. TRAVEL FROM SITE TO SITE

#### **PHYSICAL REQUIREMENTS**

MAINTAIN PHYSICAL CONDITION APPROPRIATE TO THE PERFORMANCE OF ASSIGNED DUTIES AND RESPONSIBILITIES SUCH AS HEAVY LIFTING AND BENDING, STOOPING, KNEELING AND CRAWLING; WALKING AND STANDING FOR PROLONGED PERIODS; AND OPERATING MOTORIZED VEHICLES AND EQUIPMENT.

MAINTAIN EFFECTIVE AUDIO-VISUAL DISCRIMINATION AND PERCEPTION TO THE DEGREE NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF ASSIGNED DUTIES.