

Water Authority Position Description

WASTEWATER STATIONS TECHNICIAN

Status	Position Code	Level	Date
APPROVED	WWST	O32	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

PERFORM GENERAL MAINTENANCE IN SUPPORT OF WATER AUTHORITY'S WASTEWATER COLLECTION SYSTEMS. LEARN TO PERFORM AND ASSIST WASTEWATER STATION OPERATORS WITH SERVICE OR REPAIRS TO EQUIPMENT.

MIN EDUCATION & EXPERIENCE REQ

HIGH SCHOOL DIPLOMA OR GED AND ONE (1) YEAR UTILITIES WORK EXPERIENCE IN WASTEWATER COLLECTION SYSTEMS, TREATMENT PLANT OPERATIONS, TREATMENT PLANT MAINTENANCE OR ONE YEAR COLLEGE COURSEWORK IN WATER UTILITY OPERATIONS OR A RELATED FIELD. THIS POSITION REQUIRES THE FOLLOWING MINIMUM WORK KEYS SCORES: READING FOR INFORMATION (5); LOCATING INFORMATION (4); WORKPLACE OBSERVATION (2)

ADDITIONAL REQUIREMENTS

POSSESSION OF, OR ABILITY TO OBTAIN AND MAINTAIN A VALID AUTHORITY OPERATOR PERMIT (AOP)
 MUST OBTAIN CERTIFICATE OF CPR WITHIN 6 MONTHS.
 MUST OBTAIN FIRST AID CERTIFICATE WITHIN 6 MONTHS
 POSSESSION OF A VALID NEW MEXICO DRIVER'S LICENSE.
 COMPLETION OF WATER AUTHORITY UTILITY MAINTENANCE MECHANIC I, TREATMENT PLANT OPERATOR I OR WASTEWATER WORKER I CERTIFICATE. POSSESSION OF NM COLLECTION SYSTEMS 1 OR WASTEWATER SYSTEMS 1 MAY SUBSTITUTE FOR POSSESSION OF WATER AUTHORITY TRAINING CERTIFICATE BUT SELECTED CANDIDATE MUST COMPLETE WATER AUTHORITY LEVEL I TRAINING IN ONE OF THE RELATED AREAS LISTED ABOVE WITHIN SIX (6) MONTHS
 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 IMMEDIATE SUPERVISION FROM HIGHER LEVEL SUPERVISOR OR MANAGEMENT STAFF.

ESSENTIAL FUNCTIONS

1. CLEAN AND MAINTAIN WASTEWATER COLLECTION EQUIPMENT AND FACILITIES INCLUDING LANDSCAPE MAINTENANCE, INCLUDING PRUNING, MOWING, SPRAYING OF WEEDS AND REMOVAL OF DEBRIS. PLACE DUMPSTERS IN APPROPRIATE LOCATION FOR COLLECTION.
2. REMOVE ORGANIC WASTE FROM STATION BAR SCREENS AND WET WELLS EITHER MANUALLY OR MECHANICALLY BY OPERATING CRANE TO REMOVE DEBRIS. CLEAN FLOATS AND ASSIST WITH CLEANING OF SURGE TANKS AND FORCE MAINS.
3. INSPECT MANHOLE LIFT STATION FOR PROPER OPERATIONS.
4. CLEAN, PRIME AND PAINT PUMPS, MOTORS, PIPING, VALVES, AND RELATED EQUIPMENT AND CLEAN AND PAINT THE INTERIOR AND EXTERIOR OF FACILITIES.
5. LEARN TO PERFORM ROUTINE PREVENTATIVE MAINTENANCE AND MINOR REPAIR ACTIVITIES ON A VARIETY OF WASTEWATER PUMPS, GAS/LIQUID DISTRIBUTION SYSTEMS, PIPES, VALVES, GENERATORS AND/OR DIESEL ENGINES.
6. ASSIST WITH REPAIRS AND LEARN TO OPERATE, LUBRICATE, OR REPAIR VARIOUS VALVES, PUMPS, CONVEYOR BELTS AND MACHINERY.
7. VISUALLY INSPECT FACILITIES AND HVAC OR ELECTRICAL SYSTEMS FOR STRUCTURAL DAMAGE OR REQUIRED REPAIRS AND REPORT TO APPROPRIATE PERSONNEL OR MAKE MINOR REPAIRS.
8. VISUALLY INSPECT PUMPS OR OTHER EQUIPMENT FOR OIL LEAKS; CHECK OIL LEVELS WHEN PUMPS ARE OPERATING.
9. REMOVE MANHOLE COVERS TO EXERCISE ISOLATION VALVES TO ASSIST IN FINDING VACUUM LEAKS.
10. CONDUCT SMOKE TESTS TO VERIFY ILLEGAL HOOK UPS AND CONNECTION POINTS.
11. READ AND INTERPRET BLUE PRINTS, MAINTENANCE AND TECHNICAL MANUALS FOR EQUIPMENT.
12. OPERATE HAND TOOLS AND POWER EQUIPMENT SUCH AS PICK AXES, WRENCHES, ETC.
13. PARTICIPATE IN CLASSROOM AND ON-THE-JOB TRAINING.
14. USE RADIO TO COMMUNICATE WITH FIELD AND BASE TO COORDINATE AND COMPLETE TASKS.
15. RESPOND TO EMERGENCY CALLS RELATED TO SEWER PROBLEMS.

SUPPLEMENTAL FUNCTIONS

1. USE AND MAINTAIN SELF CONTAINED BREATHING APPARATUS FOR THE PERFORMANCE OF CONFINED SPACE ENTRY DUTIES.
2. PERFORM RELATED DUTIES AND RESPONSIBILITIES AS REQUIRED.
3. ADHERE TO SAFE WORK PRACTICES AND PROCEDURES.

PREFERRED KNOWLEDGE

BASIC PRINCIPLES AND PRACTICES OF WASTEWATER COLLECTION SYSTEMS
BASIC METHODS AND TECHNIQUES OF PREVENTIVE MAINTENANCE AND REPAIR
EQUIPMENT AND VEHICLES USED IN WASTEWATER COLLECTION SYSTEM MAINTENANCE AND REPAIR
VARIOUS SHOP TOOLS AND PRECISION MEASURING INSTRUMENTS
SAFE WORK PRACTICES RELATIVE TO ASSIGNED AREA

PREFERRED SKILL/ABILITY

LEARN TO PERFORM PREVENTIVE MAINTENANCE OF WASTEWATER TREATMENT PLANT PUMPING MECHANISMS
READ, UNDERSTAND AND INTERPRET BLUEPRINTS AND MANUALS
READ AND INTERPRET WATER AUTHORITY COLLECTION SYSTEM MAPS
UNDERSTAND AND FOLLOW ORAL AND WRITTEN INSTRUCTIONS
PERFORM A VARIETY OF MANUAL LABOR IN ADVERSE WORKING CONDITIONS
LEARN TO USE A VARIETY OF MAINTENANCE EQUIPMENT IN A SAFE AND EFFECTIVE MANNER
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

WASTEWATER COLLECTION SYSTEM ENVIRONMENT; EXPOSURE TO HEAT, COLD, NOISE, DUST, GREASE, SMOKE, FUMES, GASES; WORK IN OR WITH WATER; WORK ON SLIPPERY OR UNEVEN SURFACES; WORK WITH MACHINERY.

PHYSICAL REQUIREMENTS

MAINTAIN PHYSICAL CONDITION APPROPRIATE TO THE PERFORMANCE OF ASSIGNED DUTIES AND RESPONSIBILITIES SUCH AS: WALKING, STANDING OR SITTING FOR PROLONGED PERIODS OF TIME; HEAVY OR MODERATE OR LIGHT LIFTING AND CARRYING; OPERATING MOTORIZED EQUIPMENT.
MAINTAIN EFFECTIVE AUDIO-VISUAL DISCRIMINATION AND PERCEPTION NEEDED FOR MAKING OBSERVATIONS, COMMUNICATING WITH OTHERS, READING, WRITING AND OPERATING ASSIGNED EQUIPMENT