

# Water Authority Position Description

## WASTEWATER WORKER 1 (SS-REQ)

Status	Position Code	Level	Date
APPROVED	WWW1	O61	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

THIS IS A TRAINING AND CERTIFICATION PROGRAM THAT WILL PROVIDE AN OPPORTUNITY FOR ADVANCEMENT BASED UPON SUCCESSFUL COMPLETION OF EACH PHASE OF THE PROGRAM. THIS PROGRAM CONSISTS OF PERFORMING MAINTENANCE, REPAIR; AND INSTALLATION OF WASTEWATER COLLECTION SYSTEMS. THE WASTEWATER WORKER I IS THE THIRD LEVEL IN THE PROGRAM AND PERFORMS SEMI-SKILLED AND SKILLED TASKS TO SERVICE, REPAIR AND MAINTAIN THE WATER AUTHORITY'S SEWER COLLECTION AND WATER DISTRIBUTION SYSTEMS, OPERATES AND MAINTAINS VARIOUS HEAVY AND LIGHT DUTY EQUIPMENT AND RESPONDS TO EMERGENCY CALLS RELATED TO SEWER PROBLEMS.

### MIN EDUCATION & EXPERIENCE REQ

HIGH SCHOOL DIPLOMA OR GED, SUPPLEMENTED BY ONE YEAR SPECIALIZED TRAINING IN WASTEWATER COLLECTION SYSTEMS OR A RELATED FIELD, PLUS TWO (2) YEARS EXPERIENCE AND/OR POST-SECONDARY EDUCATION IN WASTEWATER COLLECTION SYSTEMS/COLLECTION TECHNOLOGY.

### ADDITIONAL REQUIREMENTS

POSSESSION OF, OR ABILITY TO OBTAIN AND MAINTAIN A VALID AUTHORITY OPERATOR PERMIT (AOP)  
 POSSESSION OF A NEW MEXICO COMMERCIAL DRIVER'S LICENSE - CLASS A  
 POSSESSION OF A NEW MEXICO COLLECTION SYSTEMS II CERTIFICATE OR A STATE OF NEW MEXICO WASTEWATER II CERTIFICATE  
 CERTIFICATE OF CPR  
 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 GENERAL SUPERVISION FROM ASSIGNED OPERATION/MAINTENANCE SUPERVISOR.

EXERCISES TECHNICAL AND FUNCTIONAL SUPERVISION OVER LOWER LEVEL WASTEWATER STAFF.

### **ESSENTIAL FUNCTIONS**

1. EXCAVATE, INSTALL, OR REPAIR SEWER LINES AND MAN HOLES TO PREVENT BACK-UPS.
2. PREPARE MATERIALS NEEDED FOR JOB SITES. LOAD AND UNLOAD BACK HOES, FRONT-END LOADERS AND RELATED EQUIPMENT.
3. OPERATE FRONT-END LOADER, DUMP TRUCK, AND OTHER RELATED EQUIPMENT IN A SAFE AND EFFECTIVE MANNER.
4. OVERSEE THE WORK ACTIVITIES OF LOWER LEVEL WASTEWATER STAFF AS NEEDED. ENSURE ADHERENCE TO SAFE WORK PRACTICES AND PROCEDURES AT WORK SITES.
5. PERFORM PREVENTIVE LINE MAINTENANCE WITHIN THE TOTAL COLLECTION SYSTEM, INCLUDING VACUUM COLLECTION SYSTEMS. APPLY PESTICIDES AND CHEMICALS TO DESTROY ROOTS AND PESTS.
6. READ AND INTERPRET WATER AUTHORITY COLLECTION SYSTEM MAPS. COMPLETE REQUIRED WORK DOCUMENTS AND REPORTS.
7. RESPOND TO EMERGENCY CALLS RELATED TO SEWER PROBLEMS. REPLACE SEWER RINGS AND COVERS.
8. USE RADIO PROCEDURES TO COMMUNICATE WITH FIELD AND BASE TO COORDINATE AND COMPLETE TASKS.
9. ASSIST IN THE CLEANING AND FLUSHING OF SEWER LINES TO PREVENT BACK-UPS.
10. INSTALL PITS, VALVES AND AIR VACUUM RELATED EQUIPMENT.
11. PERFORM CONFINED SPACE ENTRIES AS NECESSARY. PERFORM FIRST AID AND/OR CPR AS NECESSARY.
12. PERFORM CALCULATIONS USING EQUATIONS AND FORMULAS TO DETERMINE REQUIRED MATERIALS.

### **SUPPLEMENTAL FUNCTIONS**

1. FILL WASTEWATER COLLECTION SYSTEM WATER AUTHORITY VEHICLES AND TRUCKS WITH FUEL. PERFORM PRE-TRIP INSPECTIONS OF VEHICLES. PERFORM MINOR REPAIRS AND MAINTENANCE. REPORT MAJOR MALFUNCTIONS OR BREAKDOWNS.
2. PERFORM RELATED DUTIES AND RESPONSIBILITIES AS REQUIRED.

### **PREFERRED KNOWLEDGE**

BASIC PRINCIPLES AND PRACTICES OF WASTEWATER COLLECTION SYSTEMS  
BASIC METHODS AND TECHNIQUES OF WASTEWATER COLLECTION SYSTEM REPAIR  
EQUIPMENT AND VEHICLES USED IN WASTEWATER COLLECTION SYSTEM MAINTENANCE  
AND REPAIR  
OCCUPATIONAL HAZARDS AND STANDARD SAFETY PRACTICES  
BASIC MATHEMATICAL PRINCIPLES

### **PREFERRED SKILL/ABILITY**

PERFORM WASTEWATER COLLECTION SYSTEM MAINTENANCE AND REPAIR  
ASSIST IN THE CLEANING AND FLUSHING OF SEWER LINES AND MANHOLES  
READ AND INTERPRET WATER AUTHORITY COLLECTION SYSTEM MAPS  
OPERATE COLLECTION SYSTEM EQUIPMENT AND VEHICLES IN A SAFE AND EFFECTIVE  
MANNER  
ENSURE ADHERENCE TO SAFE WORK PRACTICES AND PROCEDURES AT VARIOUS  
WORK SITES  
PREPARE CLEAR AND CONCISE REPORTS  
UNDERSTAND AND FOLLOW ORAL AND WRITTEN INSTRUCTIONS  
WORK INDEPENDENTLY IN THE ABSENCE OF SUPERVISION  
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; EXPOSURE TO HEAT, COLD,  
NOISE, DUST, GREASE, SMOKE, FUMES, GASES, POTENTIALLY HAZARDOUS  
CHEMICALS, ELECTRICAL ENERGY, MOVING OBJECTS/VEHICLES, INCLEMENT WEATHER  
CONDITIONS; WORK IN OR WITH WATER; WORK ON SLIPPERY OR UNEVEN SURFACES;  
WORK OR INSPECT IN CONFINED SPACES; 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; BENDING, STOOPING, KNEELING, CRAWLING;  
CLIMBING WITH BOTH LEGS AND ARMS; OPERATING MOTORIZED EQUIPMENT AND  
VEHICLES.  
MAINTAIN EFFECTIVE AUDIO/VISUAL DISCRIMINATION AND PERCEPTION TO THE  
DEGREE NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF ASSIGNED DUTIES.