

Water Authority Position Description

WASTEWATER WORKER 2 (SS-REQ)

| Status | Position Code | Level | Date |
|----------|---------------|-------|----------|
| APPROVED | WWW2 | 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

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 II IS THE FOURTH LEVEL IN THE PROGRAM AND PERFORMS INCREASINGLY 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 SIXTY (60) CREDIT HOURS SPECIALIZED TRAINING IN WASTEWATER COLLECTION SYSTEMS OR A RELATED FIELD, PLUS TWO (2) YEARS EXPERIENCE AND/OR EQUIVALENT 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. CLEAN AND FLUSH SEWER LINES AND MANHOLES 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, HYDRO-JET CLEANERS 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. INSTALL PITS, VALVES AND AIR VACUUM RELATED EQUIPMENT.
10. ENTER CONFINED SPACE AND PERFORM FIRST AID AND/OR CPR AS NECESSARY.
11. 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
CLEAN AND FLUSH 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.