

# Water Authority Position Description

## WASTEWATER WORKER 3 (SS-REQ)

Status	Position Code	Level	Date
APPROVED	WWW3	O71	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 III IS THE FIFTH LEVEL IN THE PROGRAM AND MAY LEAD AND PERFORM INCREASINGLY SKILLED AND COMPLEX TASKS IN THE SERVICING REPAIR AND MAINTENANCE OF THE WATER AUTHORITY'S SEWER COLLECTION AND WATER DISTRIBUTION SYSTEM INCLUDING SPECIALIZED SEWER LINE CLEANING VEHICLES AND EQUIPMENT.

### MIN EDUCATION & EXPERIENCE REQ

ASSOCIATE'S DEGREE IN WASTEWATER COLLECTION SYSTEMS OR A RELATED FIELD, PLUS FOUR (4) EXPERIENCE WASTEWATER COLLECTION SYSTEM/COLLECTION TECHNOLOGY ELECTRONIC TECHNICAL VOCATIONAL TRAINING APPLICABLE TO VIDEO INSPECTION ACTIVITY. SUCCESSFUL COMPLETION OF THE WASTEWATER WORKER I AND II TRAINING PROGRAM.

### 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  
 FIRST AID 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 ASSIGNED OPERATIONS/MAINTENANCE SUPERVISOR.

EXERCISES FUNCTIONAL AND TECHNICAL SUPERVISION OVER LOWER LEVEL WASTEWATER STAFF.

### **ESSENTIAL FUNCTIONS**

1. MAY LEAD, PLAN, TRAIN AND REVIEW THE WORK OF STAFF RESPONSIBLE FOR MAINTAINING AND OPERATING EQUIPMENT AND VEHICLES USED TO MAINTAIN THE WATER AUTHORITY'S SEWER COLLECTION SYSTEM TO PROVIDE PROPER WATER FLOW TO THE SEWER TREATMENT PLANT.
2. PLAN, DIRECT, AND PARTICIPATE IN HIGH PRESSURE COMBINATION CLEANING, CLOSE CIRCUIT TELEVISION OF SEWER LINES, CLEANING AND MAINTAINING MAN HOLES AND REPAIRING BROKEN SEWER LINES.
3. SUPERVISE THE USE, CARE AND OPERATION OF WASTEWATER MAINTENANCE EQUIPMENT AND VEHICLES INCLUDING DUMP TRUCK, VACTOR TRUCK, BACK HOE, JACK HAMMER, UTILITY VEHICLES, TELEVISION CAMERA UNIT AND HYDRAULIC COMBINATION UNIT, BYPASS PUMPS, MINI-LOADERS, FORKLIFT, HYDRAULIC JACKS AND PUMPS, SHORING SHEETING, LOADER, TAMPER, COMPRESSORS AND VARIOUS HAND OR POWER TOOLS.
4. VERIFY THE WORK OF ASSIGNED EMPLOYEES FOR ACCURACY, PROPER WORK METHODS, TECHNIQUES, AND COMPLIANCE WITH APPLICABLE STANDARDS AND SPECIFICATIONS.
5. RESPOND TO TELEPHONE COMPLAINTS REGARDING SEWER ODORS, OVERFLOWS BACK-UPS AND OTHER RELATED PROBLEMS.
6. PERFORM PRE-TRIP INSPECTION OF ASSIGNED VEHICLE. DRIVE VEHICLE TO JOB SITES.
7. SET UP TELEVISION CAMERA FOR SEWER LINE INSPECTION. VIDEO RECORD SANITARY SEWER LINES. SEARCH FOR DAMAGED SEWER LINES AND INFILTRATION.
8. READ AND INTERPRET WATER AUTHORITY COLLECTION SYSTEM MAPS. IDENTIFY SIZE, LENGTH, DIRECTION AND TYPE OF SEWER LINE.
9. ASSIGN SPECIFIC DUTIES FOR WORK CREWS AS NEEDED.
10. UTILIZE AND MAINTAIN TRAFFIC CONTROL DEVICES AS NEEDED INCLUDING CONES AND BARRICADES.
11. USE RADIO PROCEDURES TO COMMUNICATE WITH FIELD AND BASE TO COORDINATE AND COMPLETE TASKS.
12. ENSURE ADHERENCE TO SAFE WORK PRACTICES AND PROCEDURES.
13. PERFORM CONFINED SPACE ENTRIES AS NECESSARY. PERFORM FIRST AID AND/OR CPR AS NECESSARY.

### **SUPPLEMENTAL FUNCTIONS**

1. RESPOND TO PUBLIC INQUIRIES IN A COURTEOUS MANNER. PROVIDE INFORMATION WITHIN THE AREA OF ASSIGNMENT. RESOLVE COMPLAINTS IN AN EFFICIENT AND TIMELY MANNER.
2. PREPARE VARIOUS REPORTS INCLUDING SEWER DRAINAGE, BACK UP AND CORRECTIVE MAINTENANCE REPORTS.
3. ATTEND SAFETY AND OTHER MEETINGS AS REQUIRED.
4. PERFORM RELATED DUTIES AND RESPONSIBILITIES AS REQUIRED.

### **PREFERRED KNOWLEDGE**

OPERATIONS, SERVICES AND ACTIVITIES OF WASTEWATER COLLECTION SYSTEMS  
PRINCIPLES OF LEAD SUPERVISION AND TRAINING  
METHODS AND TECHNIQUES OF MAINTAINING AND REPAIRING SEWER LINES  
OPERATIONAL CHARACTERISTICS OF WASTEWATER COLLECTION EQUIPMENT AND TOOLS  
AUTHORITY COLLECTION SYSTEM MAPS  
OPERATIONS OF WASTEWATER TREATMENT PLANTS AND LIFT STATIONS  
OCCUPATIONAL HAZARDS AND STANDARD SAFETY PRACTICES  
PERTINENT FEDERAL, STATE AND LOCAL LAWS, CODES AND REGULATIONS  
PROCEDURES AND TECHNIQUES FOR MAKING CONFINED SPACE ENTRIES  
ASSIST WITH OR ACTIVELY PARTICIPATE IN CONFINED SPACE ENTRIES

### **PREFERRED SKILL/ABILITY**

LEAD, ORGANIZE AND REVIEW THE WORK OF STAFF IN THE AREA OF WORK ASSIGNED  
INDEPENDENTLY PERFORM THE MOST DIFFICULT COLLECTION SYSTEM REPAIR,  
MAINTENANCE AND CONSTRUCTION  
INTERPRET, EXPLAIN AND ENFORCE DEPARTMENT POLICIES AND PROCEDURES  
OPERATE A VARIETY OF WASTEWATER COLLECTION EQUIPMENT IN A SAFE AND  
EFFECTIVE MANNER  
PERFORM VEHICLE INSPECTIONS AND MAINTENANCE  
OPERATE TELEVISION CAMERA FOR RECORDING AND TELEVISIONING SANITARY SEWER  
LINES  
READ AND INTERPRET WATER AUTHORITY COLLECTION SYSTEM MAPS  
IDENTIFY PROBLEMS IN SEWER LINES AND UNITS  
PREPARE CLEAR AND CONCISE REPORTS  
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; 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 WALKING, STANDING OR SITTING FOR PROLONGED PERIODS OF TIME; HEAVY OR MODERATE OR LIGHT LIFTING; 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.