

# Water Authority Position Description

## WASTEWATER WORKER HELPER

Status	Position Code	Level	Date
APPROVED	WWWH	O20	Dec 2013

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 HELPER IS THE INITIAL STEP IN THE CERTIFICATION PROGRAM AND LEARNS TO PERFORM ROUTINE TASKS TO ASSIST IN SERVICING, REPAIRING AND MAINTAINING THE WATER AUTHORITY'S SEWER COLLECTION AND WASTEWATER DISTRIBUTION SYSTEMS. THIS POSITION REQUIRES THE FOLLOWING MINIMUM WORK KEYS SCORES: READING FOR INFORMATION: LEVEL 4, WORKPLACE OBSERVATION: LEVEL 1, APPLIED MATH: LEVEL 3.

### MIN EDUCATION & EXPERIENCE REQ

HIGH SCHOOL DIPLOMA OR GED. ONE (1) YEAR WASTEWATER COLLECTION SYSTEM EXPERIENCE IS DESIRABLE. POSSESSION OF A VALID NEW MEXICO CLASS A COMMERCIAL DRIVER'S LICENSE IS DESIRABLE. POSSESSION OF A COLLECTIONS II CERTIFICATE OR WASTEWATER OPERATOR 2 CERTIFICATE FROM THE STATE OF NEW MEXICO IS DESIRABLE. A CONDITION OF CONTINUED EMPLOYMENT IS ATTAINING A WASTEWATER WORKER I POSITION WITHIN THREE (3) YEARS. THE WATER AUTHORITY WILL PROVIDE TRAINING OPPORTUNITIES. FAILURE TO ATTAIN THE WASTEWATER WORKER I POSITION WITHIN THREE (3) YEARS MAY RESULT IN DISCIPLINARY ACTION UP TO AND INCLUDING TERMINATION. THIS POSITION REQUIRES THE FOLLOWING MINIMUM WORK KEYS SCORES: READING FOR INFORMATION: LEVEL 4, WORKPLACE OBSERVATION: LEVEL 1, APPLIED MATH: LEVEL 3.

### ADDITIONAL REQUIREMENTS

POSSESSION OF A VALID NEW MEXICO DRIVER'S LICENSE  
 POSSESSION OF, OR ABILITY TO OBTAIN AND MAINTAIN A VALID AUTHORITY OPERATOR PERMIT (AOP)  
 SUCCESSFUL COMPLETION OF THE WATER AUTHORITY WASTEWATER WORKER I, II AND III TRAINING PROGRAM  
 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**

RECEIVE IMMEDIATE SUPERVISION FROM HIGHER LEVEL STAFF.

**ESSENTIAL FUNCTIONS**

1. ASSIST HIGHER LEVEL WASTEWATER COLLECTION STAFF WITH THE MAINTENANCE AND REPAIR OF WATER AUTHORITY SEWER LINES. OPEN MANHOLES AND REMOVE COVERS, SET UP SAFETY CONES AND DIRECT TRAFFIC AS NEEDED.
2. ASSIST IN FLUSHING SANITARY SEWER LINES. REMOVE DEBRIS FROM SEWERS TO PREVENT BACK-UPS.
3. OPERATE AND MAINTAIN VARIOUS EQUIPMENT AND VEHICLES TO INCLUDE JACKHAMMER, PAVEMENT CUTTING SAWS, LIGHT- TO MEDIUM- DUTY VEHICLES. INSPECT EQUIPMENT AND VEHICLES FOR DAMAGE; INSPECT OIL LEVEL, TIRES AND BRAKES.
4. PREPARE VACTOR TRUCK FOR DAILY WORK BY FILLING WITH FUEL AND/OR WATER.
5. CUT ASPHALT OR CEMENT FOR EXCAVATIONS. INSTALL PLUGS AS REQUIRED FOR MAINTENANCE AND REPAIRS OF SEWER LINES.
6. PERFORM LINE SPOTS FOR MANHOLE EXCAVATIONS. PERFORM POINT REPAIRS ON SEWER LINES.
7. ASSIST IN PERFORMING SMOKE/DYE TESTS AS NEEDED TO DETERMINE BREAKS IN SEWER LINES. PREPARE EQUIPMENT USED IN SMOKE TESTS.
8. ASSIST IN PERFORMING PESTICIDE WORK IN MANHOLES INCLUDING APPLYING PESTICIDES AND CHEMICALS TO DESTROY ROOTS AND ROACHES IN SEWER LINES. DRIVE AND OPERATE ROACH TRUCK.
9. READ AND INTERPRET WATER AUTHORITY COLLECTION SYSTEM MAPS.
10. USE RADIO PROCEDURES TO COMMUNICATE WITH FIELD AND BASE TO COORDINATE AND COMPLETE TASKS.
11. PERFORM CALCULATIONS USING EQUATIONS AND FORMULAS TO DETERMINE REQUIRED MATERIALS.

**SUPPLEMENTAL FUNCTIONS**

1. PERFORM MATHEMATICAL CALCULATIONS USING EQUATIONS AND FORMULAS RELATED TO WASTEWATER COLLECTION SYSTEMS.
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**

LEARN TO MAINTAIN AND REPAIR WASTEWATER COLLECTION SYSTEMS  
LEARN TO READ AND INTERPRET WATER AUTHORITY COLLECTION SYSTEM MAPS  
LEARN TO CLEAN AND FLUSH SEWER LINES AND MANHOLES  
LEARN TO APPLY PESTICIDES  
LEARN TO OPERATE WASTEWATER COLLECTION SYSTEM EQUIPMENT IN A SAFE AND  
EFFECTIVE MANNER  
LEARN PERTINENT FEDERAL, STATE AND LOCAL LAWS, CODES AND  
REGULATIONS  
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 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.