

## CITY of AZTEC JOB DESCRIPTION

<b>Job Title:</b>	Water-Wastewater Plant Operator Level 3 Superintendent
<b>Department:</b>	Public Works
<b>Shift:</b>	<b>Regular 40 hours per week-On Call required. May be required to work shifts.</b>
<b>Pay Plan:</b>	Level VI \$40.00/HR
<b>Exempt:</b>	No
<b>Reports To:</b>	Lead Operator in Charge
<b>General Direction From:</b>	Lead Operator in Charge
<b>Position Closes:</b>	<b>Open Until Filled</b>

### PURPOSE & NATURE OF JOB

The City of Aztec's mission is to enhance the quality of life of its citizens, to promote economic opportunity, and to carry out the responsibility to protect and improve the lives of the residents and visitors of the city. This position aids in achieving this mission by performing the important function of water purification for drinking and other household use as well as filtering and disinfecting / purification of wastewater prior to placing into the Animas River. The position includes routine and emergency repairs to the water and wastewater plants and occasional help with distribution and collection systems. The position involves performing a wide variety of semi-skilled and skilled manual tasks. This is a supervisor level position.

### ESSENTIAL DUTIES

Operate and maintain the Water Plant, Wastewater Plant, water tanks, pump stations, and reservoirs. Maintenance includes greasing equipment, cleaning, painting, weed control, mowing grass and cleaning drying beds. Work various shifts, including weekends and holidays as scheduled (sometimes alone).

Check and maintain levels in water storage tanks and reservoirs.

Perform daily tests at the Water and Wastewater Plants; utilize test results to make necessary modifications in plant operations; Daily, weekly, and monthly record keeping on instruments as required.

Responsible for limited spraying insects and application of larvicide for mosquitoes at Water and Wastewater Plants and other areas as directed.

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Responsible for maintenance and cleanliness of vehicles and equipment for him/her self-including subordinates.

Responsible for coordinating with ditch rider.

Performs other duties as required.

RESPONSIBILITIES	
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<b>Supervision:</b>	Able to communicate with City Administration and subordinates in an informed and professional manner. Supervises plant employees and assists in training operators with lower certifications.
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<b>Public Contact:</b>	Able to talk to the public in an informed & professional manner. Ability to answer public questions on the type of work being performed.
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<b>Budget:</b>	Assist in assessing needs for the upcoming budget.
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<b>Other:</b>	The work is generally controlled by practices and procedures which are covered by policy; work is generally performed without direct supervision and is reviewed regularly by the Lead Operator.
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Requires judgment in selecting variations in sequence of work tasks, operations, or procedures.

Mechanical aptitude and skill in the use of hand and power tools and machinery (loader-tractor, small dump truck, lawn mower, weed eater).

Ability to understand and operate complex, manual and automated mechanical machinery.

Working knowledge of basic wastewater treatment and potable purification procedures.

Basic understanding of pump operation, maintenance and safeguards.

Record keeping ability and personal computer operation required.

Understanding of pH levels.

Basic meter operation/maintenance.

Ability to understand and follow oral and written directives.

Ability to establish and maintain effective and cordial working relations with other employees in a team environment and the public.

**MATERIALS / PRODUCTS HANDLED:**

Sodium Hypochlorite, Insecticides, Herbicides, Aluminum sulfate, Coagulant aides, Paints, Thinners, and Sewage.

Ability to lift 75 lbs.

The employee is required to know how to swim.

Cell phone required. Employees will be reimbursed a portion of his/her bill so that constant communication with supervisors is maintained for emergencies.

Required to obtain continuing Water and Wastewater Certification within time constraint, as explained in the Water/Wastewater Procedures Handbook.

Required to take series of Hepatitis shots paid for by the city.

**GENERAL INFORMATION**

The duties/responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

**MINIMUM JOB QUALIFICATIONS / REQUIREMENTS**

- Must be able to pass pre-employment physical and drug screen.
- Must have a valid driver's license.
- May be subject to random drug/alcohol testing as per city policy.

**Education:** High School Diploma or G.E.D.

**Experience:** At least six years of experience in water or wastewater plant operation with knowledge and experience in water purification and wastewater treatment techniques.

**Knowledge:** requires working level knowledge, skills, and abilities related to water purification and treatment of wastewater.

Operational and maintenance knowledge of pumping systems and equipment and tools used in pumping systems.

Knowledge of pH levels and use/application of chemicals to modify same.

-Basic mathematical principles.

-Basic principles and practices of record keeping.

Occupational hazards and standard safety practices including those associated with working with sewer systems and in confined spaces.

<b>Certificates/Licenses:</b>	NM Water Certification (Level 3); issued and current from the State of New Mexico OR under reciprocity; able to obtain a New Mexico (Level 3) certification before hire.  NM Wastewater Certification (Level 3) issued and current from the State of New Mexico OR under reciprocity; able to obtain a New Mexico (Level 3) certification before hire.
<b>Recertification:</b>	Recertification of water and wastewater certification as required to maintain certification
<b>Use of Tools and/or Equipment:</b>	Use of pickup truck, small dump truck, loader-tractor, weed eater, push lawn mower, brooms, rakes, shovels, hand tools and power tools. <b>Required.</b>

## WORK ENVIRONMENT

<b>Physical Demands:</b>	<p>The primary work site is inside and/or outside with exposure to variable temperatures and environments. Cold and/or wet, humid conditions, moderate to extreme heat or cold, confined space or access. Use of physical dexterity in pushing, pulling, climbing, lifting and kneeling.</p> <p>While performing the essential functions of this job, the employee is regularly required to talk, hear, smell, feel, reach, grab and touch.</p> <p>The ability to swim is required.</p> <p>Will be required to work in inclement weather conditions ranging from cold winter days below freezing to hot summer days with temperatures above 100 degrees F.</p>
<b>Hazards:</b>	<p>Regular and frequent travel in a city vehicle within the City will be required.</p> <p>Daily exposure to hazardous work conditions. Exposure to extreme temperatures, or severe outdoor weather conditions. Recurring conditions which involve the chance of injury include working near water volumes which may require swimming and raw sewage and wastewater.</p> <p>The employee may be exposed to fumes, toxins, or caustic chemicals including various fumes and odors and poisonous gas.</p>

Employees may be exposed to waste and sludge, salt, oil, gasoline, diesel fuel, pesticides, glue & paint vapors, paint thinners, muriatic acid, industrial bleach, hydrochloric acid, calcium and sodium hypochlorite powder and various degreasers.

Exposure to UV radiation possible.

Potential exposure to bacteria, including but not limited to e. Coli, shigellosis, typhoid fever, salmonella, Mycobacterium tuberculosis, leptospira, and cholera. Potential exposure to Aspergillus and other unknown disease causing fungi. Possible exposure to parasitic organisms that may cause disease, such as cryptosporidium, giardia lamblia, entamoeba histolytica, hookworm, tapeworm, whipworm, and ascariasis. Possible exposure to viruses, including but not limited to: enteroviruses, adenoviruses, rotaviruses, parvoviruses, reoviruses, astrovirus, calcivirus, and hepatitis.

Employee may be exposed to chemicals or organisms by direct contact with raw wastewater and sludges, or by inhalation of gases, particles, aerosols, vapors, or droplets.

**Exposures:**

The working conditions include exposure to extreme cold below freezing during winter with temperature changes, extreme heat of over 100 degrees F in the summer. Employees are exposed to extremely wet and humid conditions.