

## CITY of AZTEC JOB DESCRIPTION

**Job Title:** Water Plant Superintendent  
**Department:** Public Works  
**Shift:** **Regular 40 hours per week-On Call required. May be required to work shifts**  
**Pay Plan:** Level 22 \$41.15/HR  
**Exempt:** No  
**Reports To:** Chief Operator in Charge  
**General Direction From:** Chief Operator in Charge  
**Position Closes:** **Open Until Filled**

### PURPOSE & NATURE OF JOB

This position is responsible for complex technical and supervisory work involving operating, maintaining, planning, organizing and supervising the daily operations of the surface water treatment plant, and water distribution system. This position is responsible for ensuring compliance with all applicable drinking water regulations, including the Safe Drinking Water Act, the State of New Mexico Drinking Water Regulations, and the Clean Water Act. This position exercises close supervision over water personnel and equipment.

The position requires considerable technical knowledge and the use of independent judgment in the safe and efficient management and operation of a large complex potable water purification treatment plant. Supervision is received from the Public Works Director/City Engineer; however, an employee in this position exercises considerable independent discretion in plant operation procedures within established technical standards, departmental rules, and regulations. Instructions to the employee are general and the employee must routinely use independent judgment when performing tasks. The position will provide all required reports and evaluations to the Chief Operator in charge for review and submittal.

### ESSENTIAL DUTIES

#### Personnel

Plans, supervises, schedules, and reviews the work of certified operators and maintenance personnel. Provides training and guidance to assigned personnel. Train subordinate personnel in the proper inspection, adjustment, and repair of water purification equipment and machinery. Perform employee actions as appropriate for a Chief Operator, including employee evaluations, verbal and written reprimands, and career development of assigned staff. Recognize and report poor performance of staff to Director; work with the Director to develop employee action plans. Enforce safety standards and procedures.

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### Plant Operations

Plan, schedule and manage the operations and maintenance of the water plant, lift stations, and water distribution system. Monitor water treatment plant efficiency, quality control, and adherence to state and federal regulations governing water operations and worker safety. Manage plant operations by studying operating records and water quality test results and using those records and test results to implement process and operational changes to improve operations.

Formulate operating procedures; ensure procedures are adhered to by personnel. Assist the Director in preparing budget and expenditure estimates and tracking expenditures. Ensure routine maintenance and routine cleaning of treatment plant equipment such as chlorinators, lime slakers, flocculators, sludge collectors, filters, screens, chemical feeders, vacuum filters, pumps, valves, conveyor systems, and related equipment is performed as needed to preserve equipment and produce water that meets all regulatory requirements. Develop procedures for the management of chemical and supply inventories.

### Regulatory Compliance

Operate water treatment facilities to ensure compliance with all applicable drinking water regulations, including the Safe Drinking Water Act, the State of New Mexico Drinking Water Regulations, and the Clean Water Act NPDES permit requirements; failure of which could lead to serious damage to the public perception that the City has the ability to provide safe drinking water.

Ensure operations meet the requirements of the state and federal OSHA regulations. Oversee and conduct water quality tests required by state and federal regulations. Develop and submit timely reports for submittal to federal and state regulators to meet reporting requirements. Oversee the logical and orderly filing of documents as required by state and federal regulations, including maintaining records for the required amount of time dictated by the regulatory framework.

### Plant Maintenance

Gather and develop materials, methods, best practices, and equipment used in operating and maintain the water treatment plant, and water distribution system. Develop and implement plant improvements. Oversee the work of contractors and subcontractors on maintenance, repair and upgrade projects. Coordinate with other groups/departments to complete projects.

### Other Duties

Perform general maintenance and labor activities as needed to perform essential duties. Such activities may include working with highly caustic and acidic substances, the ability to measure and mix chemicals, exposure to a variety of unique workplace hazards, and working around heavy equipment. Respond to citizen inquires/complaints regarding water quality issues and work to resolve issues. Work to resolve citizen complaints in a timely fashion. Perform vector control (flying insect control) at and around facilities.

## RESPONSIBILITIES

<b>Supervision:</b>	Responsible for supervising the water operators group.
<b>Public Contact:</b>	Responds to and resolves customer complaints regarding water quality issues. Distills complex technical issues into easy-to-understand language to resolve customer questions, complaints, and concerns
<b>Budget:</b>	Secondary responsibility to monitor and manage the budget for water operations. Ensure Department expenditures are within budgeted scope and meet all procurement requirements.
<b>Other:</b>	Must be able to work weekends, respond to emergencies, perform shift work, and work on holidays

## 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 a 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.

<b>Education:</b>	Minimum 2 year degree in physical sciences, business, water treatment, health, engineering tech, surveying tech, natural sciences, or related degree; or any equivalent combination of education and experience
<b>Experience:</b>	7 years of progressively responsible experience.
<b>Knowledge:</b>	Expert knowledge of the physical and chemical processes involved in water treatment; thorough knowledge of the functions and mechanics water plant machinery and equipment, and of its serving and maintenance requirements. Thorough knowledge of the physical, chemical, processes involved in water treatment. In depth knowledge of the principles of surface water treatment. Considerable knowledge of chemistry, bacteriology, and mathematics relates to water treatment, processing, and testing. Thorough knowledge of the regulatory requirements for the production of drinking water, including the Safe Drinking Water Act and the State of New Mexico Drinking Water Regulations including state regulations and the Clean Water Act NPDES regulations. Knowledge of water testing equipment and measuring devices. Knowledge of safety regulations, precautions and occupational hazards.

<b>Certificates/Licenses:</b>	State of New Mexico Level 3 Drinking Water Operator Certification. Continuing education as required by the State of New Mexico. Pesticide applicator license, category 8 for vector control
<b>Recertification:</b>	Recertification as required by the State of New Mexico Certified Operator regulations. Recertification as required to maintain pesticide applicator license
<b>Use of Tools and/or Equipment:</b>	Computer, water testing equipment, turbidimeters, spectrophotometers, belt press, large trucks, back-hoe, riding lawnmower, forklift, chainsaws, chemical feed pumps, air compressors, wheelbarrows, small front end loader, brush-hog, sump pumps and other small tools.

## WORK ENVIRONMENT

<b>Physical Demands:</b>	While performing the essential functions of this job, the employee is regularly required to sit, stand, walk, climb, stoop, kneel, crouch, talk, hear, smell, feel, reach, grab and touch. Routinely lift and move up to 75 pounds. The ability to swim is needed. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus.
<b>Hazards:</b>	<p>The employee is occasionally exposed to fumes, toxins, or caustic chemicals. This position works with chemicals such as paint, paint thinners, muriatic acid, industrial bleach, hydrochloric acid, chlorine gas (toxic and corrosive gas that causes irritation of the eyes and the respiratory tract even at low concentrations), sulfur dioxide gas, calcium and sodium hypochlorite powder (corrosive and very destructive of mucous tissues; may cause chemical pneumonia and lung oedema), gasoline, various degreasers, liquid alum and polymers.</p> <p>Exposure to high noise levels, from electro-mechanical equipment and a noisy environment.</p> <p>Exposure to UV Radiation possible.</p> <p>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.</p> <p>Employee may be exposed to chemicals or organisms by direct contact with wastewater and sludges, or by inhalation of gases, particles, aerosols, vapors, or droplets. These hazards may enter the plant in soluble form or attached to suspended solids. Compounds found in sludge may include</p>

chlorinated organic solvents and pesticides, PCBs, polycyclic aromatics, petroleum hydrocarbons, flame retardants, nitrosamines, heavy metals, asbestos, dioxins, and radioactive materials. Exposure to pesticides.

**Exposures:**

Have the ability to work outdoors in extreme weather conditions including heat, cold, rain, snow, sleet, and hail. See hazards section for exposures to pathogens and chemical hazards