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LOWER RIO GRANDE

Public Water Works Authority

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LOWER RIO GRANDE PUBLIC WATER WORKS AUTHORITY

Job Description

WATER/WASTEWATER OPERATOR TRAINEE/LABOR

Classification: *Full Time/Part Time* Supervisor: *Distribution/Collections Crew Leader*
Status: *Non-Exempt*

DEFINITION:

Employment is “At Will” and nothing orally or in writing can change the nature of employment.

Position requires that the employee to obtain a State of New Mexico Operator Certification within eighteen (18)-months from date of hire. Certification may be as water, wastewater, distribution or collections operator. Failure to obtain Certification may result in dismissal for service with the Authority.

The position requires experience as a water, wastewater, distribution or collections operator/labor/trainee.

A position in which an employee performs tasks requiring the operation and maintenance of manual and powered water/wastewater utility equipment, machines and tools.

SUPERVISION AND GUIDELINES:

Work is performed under the Authority’s Crew Leader’s or Operations Manager’s supervision and administrative direction. Work is performed with considerable latitude for independent decision making and following the Authority’s Governance Documents and Policies governing the system as adopted by the Board of Directors. Reports directly to the Distribution/Collections Crew Leader as assigned.

EXAMPLES OF WORK PERFORMED:

Under supervision, performs routine and/or emergency maintenance and operation of the Authority’s Water, Wastewater, Distribution and Collections Systems, while performing the following tasks: installation, servicing, cleaning and repairing of main water lines; install, read and replace meters and prepare meter reading cards; install and repair meter boxes; repair and replace fire hydrants; assist in operation of treatment facilities, monitor gauges, meters and control panels; observe variations in operating conditions; check for water leaks at pump and for heating of pump and motor bearings;

interpret meter and gauge readings and test results to determine processing requirements; treatment process; maintain daily-weekly-monthly log of water systems and record all activity; extract samples and perform routine laboratory tests; perform routine maintenance functions; maintain all substations, building and grounds so they are safe and clean and keep record of all visits; make frequent inspection of all pressure zones; keep plumbing and electrical parts in good working order; perform related duties as assigned. Required to perform stand-by duty: On-call and/or Back-up.

Diagnose trouble in equipment: Disassemble, repairs, and/or replace shafts, bearings, impellers, sleeves wear rings; inspects parts and takes micrometer reading on shafts to determine wear with micrometer. Replace defective parts, reassembles, and aligns rotating elements with electric meter or gas engine drivers. Must be familiar with centrifugal and submersible pumps. Be familiar tanks, components operation and maintenance of wells and storage tanks. Be familiar with installation of piping valves, hydrants, meters, cross connection, system pressure and procedures. Be able to calculate material that will be used for large and small jobs. Uses testing equipment to determine opens, shorts and/or control failures; repairs and/or replaces defective components. Disassembles malfunctioning equipment, replaces defective parts, tunes, aligns and adjusts for proper operation. Subject to shift work and rotational; emergency call back work after normal daily hours and on weekends; subject to scheduled overtime and holiday work requirements.

May be required to perform major and other duties as assigned by the Crew Leader or Operations Manager. Installs, repairs, maintains and modifies any portion of the water distribution system including the mains, feeder lines, various altitude, air relief and gate valves, fire hydrants, etc. Locates and repairs main and feeder lines. Makes field measurements to locate new lines, tie-ins, valves, etc. and plots new locations and/or connection of basic utility maps. Meter reading will also be on work schedule. Operates and maintains water lines. Ability to do heavy lifting and shovel work and repairs. Operates a variety of light and heavy equipment used for excavation, backfilling, line maintenance. Power generation, pumping, etc. Performs daily maintenance, lubrication, inspection and preventive maintenance of plant equipment, yard work, such as grass cutting, weed hoeing or hand pulling, irrigating, janitorial work, i.e.; cleaning offices, washing windows. Ability to give minor maintenance on vehicles such as oil changes, checking fluids, tires, washing of vehicles. Works from oral instructions, preventive maintenance program plans, work orders, emergency calls, layout sketches. Carry assignment through to completion, referring only the unusual and difficult problems to Crew Leader. Work is subject to spot checks during progress and upon completion for compliance with instruction and workmanship that meets acceptable standards of quality. Assists in all of the aspects of the Authority's water and wastewater facilities and all duties as assigned.

DISTINGUISHING CHARACTERISTICS:

Must ensure Authority water/wastewater treatment including supply, distribution, sewer collection and all aspects of operation and maintenance is complying with all applicable federal and states regulations, statues, laws and requirements as outlined and governed by such agencies. This position is responsible for assisting with all duties and completing all tests and reports necessary for Authority conformance with the National Safe Drinking Water Act, Clean Water Act and all other applicable State and Federal Laws.

Must understand and comply with the Authority's Governance Documents, Policies, Resolution as outlined and adopted by the Members and Board of Directors.

MINIMUM QUALIFICATIONS:

1. One-year experience in water/wastewater supply, collection and distribution system operations requiring knowledge of the equipment, tools and methods used in inspecting, cleaning, operating and maintaining a system water supply and distribution system totaling one (1) year.
2. Water/Wastewater certification from the State of New Mexico within eighteen (18) months from date of hire.
3. High school diploma or certificates of successful completion of the General Educational Development (GED) test.
4. Eighteen (18) years of age proved by birth certificate or other acceptable documentation as proof of age.
5. Citizenship in the United States or alien work status documents pursuant to the Federal Immigration laws is required.
6. Possession of a valid State of New Mexico Class D; driver's license without limitations or restriction; insurable under the Authority's vehicle and General Liability Insurance Policies and an acceptable driving record.
7. Good knowledge of the occupational hazards and safety practices in the wastewater maintenance/constructions field.
8. Considerable experience in the operation of pumping equipment, wells and motors.
9. Good knowledge of the functions and mechanics of pumps, wells, electric motors and related mechanical equipment. Ability to learn to adjust and operate water and sewer treatment equipment.
10. Ability to perform Water/Wastewater Utility Operator tasks; to operate powered and manual equipment, machinery and tools used in water/wastewater maintenance operations; may be required to lift up to 100 pounds; to present information clearly and concisely, orally and in writing; to establish effective working relationships with associates and the public; to understand and follow oral and written instructions; to observe safety precautions. Ability to use electrical powered tools such as drills, impact wrenches, sanders, valve operating wrenches, gasoline powered generators, pipe cutting saws, pumps, sewer rodding equipment, air compressor and motor vehicles, up to and including a 5 ton. Uses gas mask self-contained breathing equipment and other protective clothing while exposed to toxic chemicals and gases such as fluoride, powder CL2 and Hydrogen sulfide, methane and CO2 gases.
11. Must be able to perform duties without more than normal supervision.

WORKING CONDITIONS:

Work is primarily in a field setting but some travel and office work may be required. Maybe required to attend Authority Board meetings; additional evening and weekend work may be required. May be required to attend training seminars or other work-related schools. Work is performed under deadline situations and in conformance with applicable laws of the Federal, state and local governments.

Work is outside and inside, sometimes in inclement weather. Employees are exposed to chemicals, toxic gases and fumes and to infections and diseases. Irregular working hours are required. Danger from falls when climbing overhead storage tanks, and burns and shocks when working around high voltage lines. Need to know safety concerns and procedures as they apply to personal. Able to use protective equipment from slips, falls, lifting, noise. Be aware of excavation and shoring procedures, working in streets, confined space entry, mechanical equipment maintenance, chemical handling, hazardous gases, electrical, and other duties as assigned. Frequently works in limited spaces in cramped and uncomfortable positions. Required to work as heights exceeding 100 feet and perform heavy lifting. Required to attend special schools at the directions of the Distribution/Collections Crew Leader and continue to pursue additional training and certifications.

Employee Name (Printed)

Date

Employee Signature