

**DOÑA ANA COUNTY  
JOB DESCRIPTION**

<b>POSITION TITLE:</b> Assistant Manager, Utilities	<b>PAY GRADE:</b> C44
<b>DEPARTMENT:</b> Utilities	<b>FLSA:</b> <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt
<b>REPORTS TO:</b> Utilities Manager	<b>LEAD:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>BARGAINING UNIT:</b> No	<b>SUPERVISOR:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>APPROVED:</b>  _____ <i>Department Head/Elected Official</i>	<u>10/23/19</u> _____ Date
 _____ <i>Human Resources Director</i>	<u>11/7/19</u> _____ Date

**I. PURPOSE SUMMARY.** Responsible for the operation and maintenance of the County's wastewater treatment plants, wastewater laboratory and composting systems. Provides technical oversight and support for multiple treatment plant operations, supervises/oversees county and contract personnel who perform O&M duties. Position requires availability for responding to emergency on a 24-hour basis.

**II. ESSENTIAL DUTIES.** (A position may not include all of the duties listed, nor do the listed examples include all of the duties which may be found in a position of the class. An individual must be able to perform the essential functions listed below and a reasonable accommodation may be made available to qualified individuals with disabilities to perform the essential functions of the job.)

Assigns daily plant operating and maintenance functions. Performs analysis of instrument readings, data, operations records and reports. Monitors the treatment chemicals, laboratory chemicals, and supplies necessary for departmental operations. Supervises and assist with operation and maintenance of wastewater treatment facilities, including inspecting and repairing equipment, cleaning facilities, and recording equipment operations. Ensures that all operations are conducted in compliance with safety practices. Ensures all required testing is performed correctly adhering to the Environmental Protection Agency (EPA) and New Mexico Environmental Department (NMED) strict guidelines. Oversees the operations of lift stations, collection systems, laboratory and sludge operations, including testing of solids to dispose of at landfill. Monitors preventative maintenance program in order to enhance longevity of equipment and facilities.

Assists Utilities Manager with monitoring and ordering the treatment chemicals, laboratory chemicals, and supplies necessary for departmental operations. Ensures that all operations are conducted in compliance with safety practices and provides training for all personnel. Assists with a variety of administrative tasks including budget preparation, operational reports, and management of personnel and other resources. Ensures all required permits and testing is performed correctly adhering to the Environmental Protection Agency (EPA) and New Mexico Environmental Department (NMED) strict guidelines. Monitors all updates on preventative maintenance program in order to enhance the longevity of equipment and facilities. In the absence of the Utilities Manager, may oversee construction projects. Participates in development and implementation of goals, objectives, policies and procedures for the department.

**III. ADDITIONAL DUTIES.** Performs other job-related duties as assigned.

**IV. QUALIFICATIONS.**

**A. Education.** Associates Degree in Water Technology or related field.

**B. Experience.** Five (5) years' experience in wastewater facility operations providing extensive knowledge of biological processes, equipment, tools, physical operations and methods used in inspecting, cleaning, operating, and maintaining wastewater facilities. Bi-lingual preferred.

**C. Education/Experience substitution.** In accordance with county policy.

**D. Licenses/Certifications.** Must have a valid, unrestricted New Mexico Driver's License and must maintain an acceptable driving record in accordance with County policy; Current NM Wastewater Level IV certification.

**E. Other (e.g., post-offer medical exam, polygraph, background check, driver's license record, etc.).** Must pass a background and driver's license check.

**1. KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION:**

Must have knowledge of: principles and processes required for planning, coordination and execution of utility enterprise management, which includes strategic planning, resource allocation and leadership techniques; knowledge of federal, state and local regulations/laws/codes pertaining to Utilities; knowledge of performance measurement techniques budget preparation and ability to set strategic goals and create several alternatives.

Must have skills in: planning, developing, organizing, implementing, coordinating, and controlling functions of technical, trades and labor staff engaged in diverse programs and project to ensure and/or improve effectiveness and efficiency of the division; impartially and firmly exercise delegated authority through subordinate supervisors to enforce personnel and safety rules and regulations and provide leadership to motivate productivity and cooperation of individuals or teams of various types to produce quality and timely operating results; establish and maintain effective working relationships with fellow employees, County officials, consultants, contractors, utilities, other agencies civic organizations and the general public using diplomacy in complicated situations involving common operating and management issues such as when responding to inquiries or complaints, express oneself clearly and concisely, and analyze and persuasively explain complex technical and regulatory standards and practices.

**2. FREEDOM TO ACT.**

Work is performed under the general supervision of the Utilities Manager. The supervisor makes assignments by defining objectives, priority, and deadlines, and assists the employee with unusual situations that do not have clear precedents. The employee plans and carries out the successive steps and handles problems and deviations in the work assignments in accordance with instructions, policies, previous training, or accepted practices in the occupation. Completed work is usually evaluated for technical soundness, appropriateness, and conformity to policy and requirements. Methods used in arriving at end results are not usually reviewed in detail

**3. GUIDELINES AND JUDGMENT.**

Procedures for doing the work have been established, and a number of specific guidelines are available. The number and similarity of guidelines and work situations require the employee to use judgment in locating and selecting the most appropriate guidelines, references and procedures for application, and in making minor deviations to adapt the guidelines to specific cases or problems.

**4. PHYSICAL DEMANDS.** The employee must be able to communicate effectively, both orally and in writing and operate general office equipment. The employee must be able to demonstrate extensive physical abilities in outdoor working conditions. Employee will utilize self-contained breathing apparatus (SCBA). Visual acuity needed to determine fine motor/pump alignment, live electrical wiring, and color acuity to determine residual of filed-testing. Lift, carry, and/or re-position up to 50 pounds; push/pull 60 pound pump on a chain hoist/trolley.

**5. WORK ENVIRONMENT.** Essential duties are preformed outdoors a majority of the time under fluctuating temperature and weather conditions. Exposure to mechanical and electrical hazards, explosive methane gas, chemicals, acids and hydrogen sulfide.

**6. SUPERVISION EXCERSED/RECEIVED.** Responsibilities include participating in employee interviews and evaluations, supervising employee assignments, addressing complaints and resolving problems. Reports to Utilities Manager.

**IV. EMPLOYEE ACKNOWLEDGEMENT:**

I have read my Job Description and understand my assigned responsibilities, and have been given a copy of this Job Description. I have also received a copy of the Personnel Policies and Procedures Handbook, and understand that I am responsible for reading and following all relevant policies and procedures outlined in it. I also certify by my signature below that I am able to perform the essential functions of this Job Description with or without reasonable accommodation.

Accepted by: \_\_\_\_\_  
*Employee* \_\_\_\_\_  
*Date*