
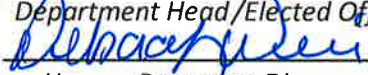


**DOÑA ANA COUNTY  
JOB DESCRIPTION**

<b>POSITION TITLE: Wastewater Lead Operator</b>		<b>PAY GRADE: 19</b>	
<b>DEPARTMENT:</b> Utilities	<b>FLSA:</b> <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt		
<b>REPORTS TO:</b> Utilities Assistant Manager	<b>LEAD:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
<b>BARGAINING UNIT:</b> AFSCME/Blue Collar	<b>SUPERVISOR:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<b>APPROVED:</b> <u></u>		<u>9/4/19</u>	
<i>Department Head/Elected Official</i>		<i>Date</i>	
<u></u>		<u>9/5/19</u>	
<i>Human Resources Director</i>		<i>Date</i>	

**I. PURPOSE SUMMARY.** Under the general supervision of the Utility Assistant Manager, performs as the lead worker in the operation and maintenance of the County's wastewater treatment plants, liquid waste disposal facilities, wastewater laboratory, sludge disposal facilities, and collection systems. Position requires availability for responding to emergency situations 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).

**A. Performs Lead Worker responsibilities. Tasks include but are not limited to:**

1. Oversees work crews to include monitoring and reviewing daily work quality
2. Provides lead direction in daily plant operating and maintenance functions
3. Assigns, prioritizes and schedules work tasks
4. Provides input and feedback to managers on disciplinary actions and performance evaluations
5. Ensures that all operations are conducted in compliance with safety practices and regulations
6. Provides day-to-day guidance, leadership, mentoring, and training to all plant operators
7. Assists the utilities assistant manager in overseeing and maintaining lift stations, laboratory and sludge operations, including testing of solids to dispose at landfills
8. Ensure all required permits and testing are performed correctly adhering to the Environmental Protection Agency (EPA) and New Mexico Environmental Department (NMED) guidelines

**B. Performs Water/Wastewater duties. Tasks include but are not limited to:**

1. Operates a variety of wastewater equipment including but not limited to pumps, control panels, disinfection system, blowers and mixers
2. Repairs and maintains pumps, motors, blowers, chlorine and ultraviolet disinfection systems, odor control equipment, valves, piping and related equipment using standard and specialized tools.
3. Performs general housekeeping duties and maintains plant grounds

4. Prepares and submits instrument readings and laboratory data
5. Prepares and maintains a variety of reports including work order files and logs
6. Assists with the operation and maintenance of wastewater treatment plant, including inspecting and repairing equipment, and recording equipment operations
7. Ensures plants are equipped with adequate inventory by monitoring the treatment chemicals, laboratory chemicals and supplies necessary for departmental operations.
8. Assists with inspecting construction of wastewater structures, lines and appurtenances.

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

**IV. QUALIFICATIONS.**

**A. Education.** High School diploma or GED is required. Associate's degree in Water/Wastewater Technology or related field is preferred.

**B. Experience.** Five (5) years of full time experience in wastewater plant operations providing extensive knowledge of biological process, equipment, tools, physical operations, and methods used in inspecting, cleaning, operating, and maintaining a wastewater plant. Lead worker or supervisory experience is preferred.

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

**D. Licenses/Certifications.** Must have a valid driver's license and must maintain a satisfactory driving record in accordance with County policy. Must have a 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: Current wastewater systems and operating procedures; mathematical calculations associated with operation and maintenance of wastewater facilities; pertinent federal, state, and local laws, codes and regulations; Business English, spelling grammar, and punctuation, and basic arithmetic.

Must have the ability to: Analyze and evaluate information accurately and express ideas clearly when providing oral and written reports and recommendations; use initiative and judgment in working independently while recognizing matters, which require the awareness of the Utilities Manager; Communicate effectively, both orally and in writing; English and maintain effective and cooperative working relationships with others; review diagrams, instructions, construction plans and reports.

**2. FREEDOM TO ACT.**

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 problem 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.

**3. GUIDELINES AND JUDGMENT.**

Guidelines are available but are not completely applicable to the work or have gaps in specificity. The employee uses judgment in interpreting and adapting guidelines, such as policies, regulation, precedents, and work directions for application to specific cases or problems. The employee analyzes results and recommends changes.

**4. PHYSICAL DEMANDS.**

The work requires considerable and strenuous physical exertion, such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching or similar activities; or recurring lifting objects over 50 pounds. Employee will utilize a self-contained breathing apparatus (SCBA). Visual acuity needed to determine fine motor/pump alignment, live electrical wiring, and color acuity to determine residual of field-testing.

**5. WORK ENVIRONMENT.**

The work involves moderate risks or discomforts that require special safety precautions. Employees may be required to use protective clothing or gear. Essential duties are performed outdoors, the majority of the time under fluctuating temperature and weather conditions. Exposure to mechanical and electrical hazards, explosives, methane gas, chemicals, acids and hydrogen sulfide.

**6. SUPERVISORY RESPONSIBILITY.** The position may perform work of the same or comparable nature and difficulty as subordinates; or may assist a higher level supervisor with some supervisory duties such as coordinating and monitoring the flow of work, or training and assisting subordinates.

**V. 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*