



**DOÑA ANA COUNTY
JOB DESCRIPTION**

POSITION TITLE: Wastewater Operator III	PAY GRADE: 15
DEPARTMENT: Utilities	FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt
REPORTS TO: Wastewater Lead Operator	LEAD: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
BARGAINING UNIT: AFSCME/Blue Collar	SUPERVISOR: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
APPROVED: <u></u> Department Head	<u>9/4/19</u> Date
<u></u> Human Resources Director	<u>9/5/19</u> Date

I. PURPOSE SUMMARY. Under the direction of the Wastewater Lead Operator, responsible for inspecting and testing operating wastewater systems.

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).

Inspects, tests, and assists in the operation of the wastewater systems to determine compliance with County, State and federal standards. Conducts measurement of wastewater level drops in various configurations of manhole and the calculations to convert the measurements to wastewater losses. Ensures and monitors the flow and collection of wastewater samples. Responsible for providing 24-hour emergency stand by duties, when assigned. Maintains records of inspections on daily logs and test for legal purposes. Assists the utility Operations Manager in all phases of wastewater facility operations. Locates and maps existing wastewater facilities, as required. Responsible for completing and maintaining accurate records in compliance with EPA and NMED state and federal requirements. Inspects new wastewater hook-ups. Responds to customer odor complaints throughout the County and reports findings to immediate supervisor. Daily checks on lift stations and cleaning depending on hours used. Assist in the operation of wastewater treatment plants including process control, daily checks, and collection of samples. Assist in the maintenance of collection lines including routine sewer line cleaning, and emergency sewer backups. Communicates with different agencies, contractors, engineers (state and federal). Responsible for knowing and abiding by all department and County policies and procedures.

Position requires availability for responding to emergency situations on a 24-hour basis.

III. ADDITIONAL DUTIES. Other job-related duties as assigned.

IV. QUALIFICATIONS.

A. Education. High School diploma or general equivalency diploma and successful completion of fifty (50) credit training credits. Associate's Degree from a two-year accredited water technology program in Water/Wastewater technology or related field is preferred but not required.

B. Experience. Four (4) years full-time experience working in wastewater systems. Experience can include a combination of laboratory work, utilities inspections, utilities operations, utilities maintenance, collection systems, and/or wastewater treatment plants.

C. Education/Experience substitution. Associates degree from a two-year accredited water and/or wastewater technology program with at least one (1) year experience will be accepted.

D. Licenses/Certifications. Must have a valid driver's license and must maintain a satisfactory driving record in accordance with County policy. A current New Mexico Wastewater Level II certification is required and must obtain a NM Wastewater Level III certification within a year of hire.

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 Manger; Communicate effectively, both orally and in writing; Establish and maintain effective and cooperative working relationships with others.

2. FREEDOM TO ACT. The supervisor makes assignments 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.

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

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 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. 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 performed outdoors, under fluctuating temperature and weather conditions.

6. SUPERVISORY RESPONSIBILITY. Work is performed under the general supervision of the assigned supervisor.

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*