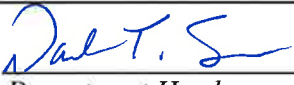



**DONA ANA COUNTY
JOB DESCRIPTION**

POSITION TITLE: WASTEWATER OPERATOR IV	PAY GRADE: 18
DEPARTMENT: Utilities REPORTS TO: Wastewater Lead Operator BARGAINING UNIT: AFSCME/Blue Collar	FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt LEAD: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No 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. Responsible for assisting in the operation and maintenance of the County's wastewater treatment facilities, liquid waste disposal facilities, wastewater laboratory and sludge disposal facilities.

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).

Follows daily plant operating and maintenance functions. Records instrument readings and laboratory data. Assists with operation and maintenance of wastewater treatment facilities, including inspecting and repairing equipment, cleaning facilities, and recording equipment operations. Follows established preventive maintenance program in order to enhance the longevity of equipment and facilities.

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

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

IV. QUALIFICATIONS.

A. Education. High School diploma or GED.

B. Experience. Five (5) years full-time 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.

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

D. Licenses/Certifications. Valid driver's license and must maintain an acceptable driving record in accordance with County policy. Current NM Wastewater Level IV certification.

- F. **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.**

Work is performed under the general supervision of the Wastewater Lead Operator. 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 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.**

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.** 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