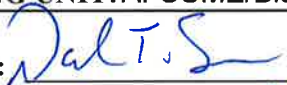



**DONA ANA COUNTY
JOB DESCRIPTION**

POSITION TITLE: WASTEWATER UTILITY MAINTENANCE OPERATOR	PAY GRADE: 18
DEPARTMENT: Utilities REPORTS TO: Assistant Operations Manager 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:  _____ <i>Department Head</i>	<u>9/4/19</u> Date
 _____ <i>Human Resources Director</i>	<u>9/5/19</u> Date

I. PURPOSE SUMMARY. Performs maintenance and repair of wastewater equipment used in the collection, treatment and disposal of wastewater. Performs maintenance and repair of related electrical components, control panels and electrical equipment.

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).

Repairs and maintains pumps, motors, blowers, chlorine and ultraviolet disinfection systems, odor control equipment, valves, piping and related equipment using standard and specialized tools. Troubleshoots and performs repairs on electrical equipment including motor controls, control panels, programmable logic controllers, SCADA equipment and other electrical components. Maintains accurate work order files and logs. Submits purchase requisitions for parts and supplies. Assists other operators in the operation and maintenance of wastewater systems.

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 the operations and maintenance of wastewater systems including installation, maintenance and repair of related electrical equipment.

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 Journeyman Electrician License (EE98J); 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; system processes and equipment; tools and equipment involved in the servicing, maintenance and repair of the systems; installation, maintenance and repair of electrical equipment; safety and installation codes; use and care of electrical equipment as well as power and hand tools; pertinent federal, state and local laws, codes and regulations; Business English, spelling, grammar and punctuation, and basic arithmetic.

Must have ability to: Perform electrical work as prescribed by local, state and federal regulations; read and interpret electrical diagrams, schematics, as-built drawings, operation and maintenance manuals; perform technical reading and writing; perform mathematical calculations; analyze and evaluate information accurate 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 Operations Manager or Lead Operator. Communicate effectively, both orally and in writing; establish and maintain effective and cooperative working relationships with others.

2. FREEDOM TO ACT.

Work is performed under the general supervision of the Assistant Operations Manager or the 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 and color acuity needed to determine fine motor/pump alignment and working in proximity to live electrical

wiring. Lift, carry, and/or re-position up to 100 pounds; climbing, crawling, kneeling, stooping and working in confined, restrictive environments, at times using a SCBA.

5. WORK ENVIRONMENT.

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