

CITY of AZTEC JOB DESCRIPTION

Job Title: Water/Wastewater Plant Operator III (6 certificates)
Department: Water And Wastewater
Shift: 40 hour week / Friday-Monday / 24 call out
Pay Plan: GRD 16.3 18.22/HR (Certified)
Exempt: No
Reports To: Water And Wastewater Director
General Direction From: Water And Wastewater Superintendent
Position Closes: Open Until Filled

PURPOSE & NATURE OF JOB

Perform various job duties at the Water and Wastewater Plants to ensure compliance to all State and Federal regulations that pertain to the Safe Drinking Water Act. Our goal is to provide safe and aesthetically pleasing drinking water and to provide a safe flow back to the river to protect our environment.

ESSENTIAL DUTIES

Continue training in the operation of the water and wastewater treatment plants. Strive to achieve higher certification. Some of the duties will be the operation of tractors using various implements such as a brush hog for mowing. Other areas will be assisting other operators in performing maintenance and cleanup duties around the plant sites. Assist in changing chemical barrels and in mixing some chemicals used in the water and wastewater treatment process. Required to work independently and on own initiative. Be able to operate a motor vehicle to assist in carrying out the business of the department and the city. Be able to collect samples and test the pH and Chlorine residual. Be able to collect bacteriological samples and assist lab personnel in gathering and testing samples for the NMED and EPA. Be able to use test results in making changes to chemical dosages in the plant. Employee must be able to communicate with EPA and NMED representatives through written correspondence as well as orally.

RESPONSIBILITIES

Supervision: Aid in training operators with lower certification.
Public Contact: Be able to talk to the public in an informed manner and able to assist them in their water needs. Be able to use a portable test kit in the customers' home.

Budget: Assist in assessing needs for the upcoming budget.

Other: Other responsibilities as directed. Must be able to work weekends and as needed, shift work and holidays.

GENERAL INFORMATION

The duties/responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

MINIMUM JOB QUALIFICATIONS / REQUIREMENTS

- Must be able to pass a pre-employment physical and drug screen.
- Must have a valid driver’s license.
- Must have current New Mexico Water III and WW III certificates
- May be subject to random drug/alcohol testing as per city policy.
- Must possess basic computer skills and have the ability to write reports.

Education: High school diploma or equivalent G.E.D.

Experience: Experience with PH meters, CL2 meters, turbidity meters, flow meters, D.O. meters and how to calibrate them. How to figure dosages for treatment.

Experience with small hand tools, small gas powered equipment such as chainsaws, weed eaters, riding lawnmowers is a plus.

Knowledge: Chemistry classes, legible hand writing, and typing a plus, some computer knowledge.

Certificates/Licenses: Level 3 Water and Level 3 Waste Water Certifications
Must be willing to strive towards obtaining a level 4 certification.

Recertification: Must be able to obtain the required amount of training credits to renew certification certificates.

Use of Tools and/or Equipment: Some of the tools and equipment you may use are, the belt press, dump truck, back hoe, riding lawnmower, forklift, weed eaters, chainsaws, chemical feed pumps, air compressors, wheelbarrows, small front end loader, brush-hog, sump pumps and other small tools.

WORK ENVIRONMENT

Physical Demands: The physical demands described here are representative of those that must be met to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable

individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must be able to lift at least 75 lbs. Be able to climb stairs and ladders. Should be able to swim. Be able to read meters and control panel information. Have the ability to work outdoors in extreme weather conditions including heat, cold, rain, snow, sleet, and hail.

Hazards:

While performing duties of this job, the employee works in wet conditions, near moving mechanical parts and has a high risk of electrical shock. The employee occasionally works in high, precarious places and with high voltages.

Exposures:

The employee is occasionally exposed to fumes, toxic or caustic chemicals, also works with chemicals such as paint, paint thinners, muriatic acid, industrial bleach, hydrochloric acid, highly toxic chlorine and sulfur dioxide gases, calcium hypo-chlorite powder, gasoline, various degreasers, liquid alum and polymers. While working at the waste water plant employees may come into contact with e-coli bacteria, fecal matter, hepatitis as well as other viruses and bacteria found in municipal wastewater.