



THE CITY OF SANTA FE

Water Operator Basic

FLSA Status: AFSCME

Union Status: Nonexempt

Salary Range: 8 (\$17,724 - \$26,586)

General Definition of Work

The Water System Operator Basic performs operation and maintenance tasks throughout all water treatment facilities. Incumbents of this position focus on the advanced and/or conventional water treatment operations and may be required to perform repetitive duties and other job assignments required for regulatory compliance and operational efficiency.

This job description covers the NMED Level I Certified Water Systems Operators.

Supervision Received

Works under the general direction or general supervision, depending on the level of NMED certification, of an assigned supervisor in a 24/7/365 environment.

Supervision Exercised

None.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. A position may not include all of the duties listed and the listed examples are not an exhaustive list of the duties that may be found in a position of this class.

Essential Functions

- Operates all water treatment facilities, including raw and finished water pumping and conveyance systems; chemical feed systems, pre-treatment, conventional and advanced treatment processes, and residual process facilities.
- Controls and monitors process operations by means of the Supervisory Control and Data Acquisition (SCADA) system and/or control panels and meters; records readings; and makes accurate shift log entries. Assists in periodic facility security and safety inspections.
- Starts, stops and adjusts equipment to control processes and adjust flows; perform process testing, interpret equipment readings and laboratory data and report findings and recommendations to the Lead Operator or Operational Supervisor, as appropriate.
- Monitors and reports all operational, staff and/or contractor activities are occurring during assigned shift to the Lead Operator or Operational Supervisor, as appropriate; and assists in ensuring compliance with regulatory and facility procedures.
- Collects samples; performs laboratory tests and records results using approved laboratory methods; assists in complying with federal and state drinking water regulations.
- Performs and documents minor preventive maintenance work orders on plant equipment and buildings; exercises and lubricates equipment, and reports maintenance recommendations to the supervisor in charge. May assist maintenance staff in rebuilding pumps, motors, and other plant equipment, as necessary.
- Tests and adjusts process equipment to optimize performance and comply with regulatory requirements.
- Performs housekeeping duties on facility work areas, including the administration building, process basins, pump stations, grounds, equipment, etc.
- Assists in the preparation and revision of standard operating, safety, and regulatory compliance procedures.
- May work with and/or collaborate with other staff on assignments necessary to achieve the goals and objectives of the organization.

Knowledge, Skills, and Abilities

- Knowledge of basic math, water testing procedures, water treatment methods, and water quality regulations.
- Requires basic skills in recordkeeping, computer business application software, oral and written communication, problem-solving, decision-making, and developing and maintaining business relationships.
- Must be able to read, comprehend and interpret technical information; keep accurate records; use computer application software; develop and maintain business relationships; work in a collaborative team environment; organize time and work to efficiently and effectively accomplish goals; to learn occupational hazards and safety procedures in the water operations and maintenance; to observe safety procedures; to operate powered and manual equipment, machinery, and tools used in water plant operations and maintenance; and to understand and follow oral and/or written communications.

Education Requirement

High school diploma or GED

Licensure and Certifications

- NMED Water Systems Operator Certification at Level I.
- Must possess a valid driver's license upon hire and obtain a City of Santa Fe driving permit within three months of hire.

Special Requirements

- Must pass WorkKeys™ skill assessment as a prerequisite for consideration for interview.
- Must be able to comply with a respirator and other PPE requirements.
- Maybe called out in emergency situations.
- When contacted, the employee is expected to report to work unless there are special non-recurring circumstances, regardless of the location of the employee's residence.
- Must be available for 24-hour emergency stand-by duties when required.
- Must have a telephone in the employee's residence or be available by an equally effective means of communication.

Physical Requirements

- Work is strenuous and may require extended periods of walking, standing, lifting up to 50 pounds, carrying, bending, stooping, kneeling, crouching, reaching above the head and shoulders, speaking, hearing and good visual acuity.
- May be required to enter and work in confined spaces and climb ladders.
- Work may require irregular work hours, late meetings, travel; and may be called out to address emergency situations.

Working Environment

- Work is performed inside and outside, sometimes in inclement weather or slippery services and in confined spaces.
- Requires exposure to loud noises, vibrations, chemicals (including chlorine), toxic gases and fumes, germs, bacteria and allergens, microwaves, sunlight, and oils. May be required to use an oxygen monitor in designated areas.
- May be subject to cuts, bruises, punctures, burns, broken bones, insect and/or snake bites.

EEO/ADA Compliance

The City of Santa Fe is an Equal Opportunity Employer. In compliance with the American's with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Veterans' Hiring Initiative

Pursuant to City of Santa Fe Resolution No. 2013-079, the City of Santa Fe Human Resources Department has implemented a Veterans' Hiring Initiative policy in order to provide opportunities for veterans who meet or exceed the minimum qualifications for city employment to obtain City employment. The Governing Body does not guarantee that a veteran shall be hired for the position

being applied for, only that the veteran will be given an interview; and, it does not intend to supersede or modify any collective bargaining agreement that is currently in place with the City of Santa Fe.

Job applicants who are veterans with an honorable discharge from the military or are members of the National Guard or Reserve who have successfully completed basic training, must use the Veterans' Certification Form to identify themselves and then must attach a copy of their DD214 or DD215 and/or their proof of current Active, Guard or Reserve enlistment in order to certify their status for the position in which applying for.

Applications must be submitted online at: <https://santafenm.munisselfservice.com/employmentopportunities/>

Resumes will not be accepted in lieu of the city application form, unless the position status is at-will. When required of the position, high school diploma/GED, college degree(s), certification(s), or license(s) must be attached at the time of submission of the application. Each applicant is considered only for the current vacancy indicated on the application submitted. It is the responsibility of the applicant to monitor any future openings and to submit a separate application for each position. Incomplete applications will not be considered. Applications become public record upon receipt and may be made available for public inspection upon request. Pre-placement physical exams, and drug and alcohol screenings are required for some positions.

This job announcement is not intended to be inclusive of all functions, responsibilities and qualifications associated with the position, however, representative of the essential job functions and typical criteria considered necessary to successfully perform the position. This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.