

JOB PROFILE

JOB TITLE: LEAD WATER/WASTEWATER PLANT OPERATOR FLSA STATUS: EXEMPT

JOB CODE: DATE: 04/20/2021

DEPARTMENT: CORPORATION REVISION NO.:

REPORTS TO: REVISION DATE:

SUMMARY

This position is responsible for overseeing the work of others and controlling treatment plant equipment and machines to purify and clarify water for human consumption and for industrial use.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Operates and controls electric motors, pumps, and valves to regulate flow of raw water into treating plant.
- Adjusts automatic devices that admit specified amounts of chemicals into tanks to disinfect, deodorize, and clarify water.
- Records data, such as residual content of chemicals, water turbidity, and water pressure.
- Sets up schedules and ensures appropriate coverage for shifts and assignments.
- Monitors work, takes corrective action as necessary, assists in hiring, firing, discipline, and evaluation of other employees. Advises supervisor and/or management of work force changes that may affect completion of assigned work.
- Reviews and approves timecards weekly.
- Performs other duties as required or assigned.

EDUCATION and/or EXPERIENCE

Minimum requirements for this position include a High School Diploma or equivalent GED plus a minimum of four (4) years water and wastewater operations experience. Must be a state certified water/wastewater class III operator or higher. Previous supervisory or lead work is preferred. A valid New Mexico CDL Driver's License.

CRITICAL FACTORS FOR SUCCESS

- Knowledge of motors, pumps and valves.
- Knowledge of water/wastewater chemicals, uses, and dangers.
- Knowledge of testing procedures.
- Knowledge of safety procedures.
- Skill in training and instructing the work of others.
- Skill in establishing priorities and organizing work.
- Skill in public and interpersonal relations.
- Skill in oral and written communications.

COMMUNICATION SKILLS

Must have the ability to respond to common inquiries or complaints from customers, managers, and staff members. Ability to write reports. Must have the ability to effectively present information and respond to questions from managers, fellow employees, and customers. Ability to oversee the work of others.

REASONING ABILITY

Must be able to read and interpret various information to ensure procedures are followed.

PHYSICAL DEMANDS

The employee is frequently required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, and talk or hear. The employee is occasionally required to climb or balance, stoop, kneel, or crouch. The employee may occasionally be required to lift more than 75 pounds. The employee must have close vision, distance vision, color vision, peripheral vision and the ability to adjust focus.

WORK ENVIRONMENT

Work environment will require shifts and on-call rotation. The employee may be exposed to noise, dirt, dust, grease, machinery with moving parts, irritating chemicals, and occasional cold, heat, and inclement weather. The work may require the use of protective devices, such as respirators, masks, goggles, and/or gloves.

To apply, please follow the link below:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=5850&clientkey=F0BE6E7B2708CE85C0C34F9291A1E3F8>

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