

Los Alamos County

Job Description and Classification



LOS ALAMOS

JOB TITLE: Water Systems Apprentice 1 & 2
JOB CODE: Water System Operator
CLASSIFICATION: 678, 677, 676
DEPARTMENT/DIVISION: Non-Exempt
SUPERVISOR: Utilities/Gas, Water and Sewer Services
SUPERVISOR: Water Systems Supervisor

Position Summary:

Under direct supervision of the Water Systems Supervisor, for both the potable water production and non-potable water systems, assists with and/or performs maintenance repair, replacement, or servicing of mechanical pumping equipment for wells and booster stations, storage, transmission, and treatment facilities. Assists with Supervisory Control and Data Acquisition (SCADA) operations. Maintains confidentiality of all privileged information.

The general level and nature of this position are described in the headings below. This is not an all-inclusive list of all responsibilities, duties, and skills required of personnel in this classification. Duties, responsibilities, and activities may change at any time.

Essential Duties and Responsibilities:

- Assists Water Systems Operators in the maintenance of mechanical pumping equipment and some limited supervised operations of the SCADA system to produce potable drinking water for Los Alamos County residents and for Los Alamos National Laboratory.
- Assists with maintenance, repair and replacement of water production and non-potable system mechanical equipment.
- Provides assistance to semi-skilled and skilled workers in various activities, including building, repairing and maintaining county property, digging and working in trenches.
- Operates power tools and light equipment.
- Restores, replaces, and repairs landscaping, fences, and county structures above and below ground.
- Assists with entering water supply operational data into computer database.
- Cleans and performs grounds maintenance and inspection of water production facilities to ensure continued proper operation.
- Complies with all Occupational Safety and Health Administration rules and regulations.
- Maintains confidentiality of all privileged information.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as required.

Additional Essential Duties and Responsibilities for Water Systems Apprentice 2:

- Maintains mechanical pumping equipment.
- Under limited supervision operates the SCADA.
- Monitors usage rates and transfers water throughout the system to maintain adequate supplies where the water is needed.
- Interfaces with electrical system dispatchers to ensure operation of system equipment in such a way as to minimize electrical usage during peak demand times.

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- Enters water supply operational data into computer database.
- Inspects water production facilities to ensure continued proper operation.
- Assists in equipment calibration.
- Maintains, repairs, and replaces water production mechanical equipment.
- Collects water quality samples from various locations within the distribution system for analysis in compliance with Federal Safe Drinking Water Act requirements.
- Operates and maintains the effluent reuse pumping system.

Additional Essential Duties and Responsibilities for Water Systems Operator:

- Performs SCADA and remote terminal unit functions.
- Maintains records relating to the operation, performance, maintenance, and production of water systems.
- Assists in water level data recovery, transducer, and e-line.
- Performs rodent and pest control.
- Operates backhoe.

Minimum Qualifications:

- High School Diploma or GED.
- One year of experience with water systems operations and maintenance.
- Must possess, or ability to obtain within sixty days of employment, and maintain a valid New Mexico Class D driver's license.
- Must possess and maintain New Mexico Water Quality Control Commission Water System Operator Level I certification, or equivalent from another jurisdiction. If certified in another jurisdiction, must receive New Mexico Water Quality Control Commission Water System Operator Level I certification within one year of employment.
- Must be a United States citizen and be able to obtain an un-cleared Department of Energy (DOE) badge for access to Los Alamos National Laboratory.
- Must complete and maintain annual fit test for use of a half face respirator.
- Successful completion of the pre-employment physical exam prior to commencing work.

Additional Minimum Qualifications for Water Systems Apprentice 2:

- Additional one year of experience with water systems operations.
- Must possess and maintain New Mexico Water Quality Control Commission Water System Operator Level II certification, or equivalent from another jurisdiction. If certified in another jurisdiction, must receive New Mexico Water Quality Control Commission Water System Operator Level II certification within six months of employment.

Additional Minimum Qualifications for Water Systems Operator:

- Additional two years' experience with water systems operations and maintenance.
- Must possess and maintain New Mexico Water Quality Control Commission Water System Operator Level III certification, or equivalent from another jurisdiction. If certified in another jurisdiction, must receive New Mexico Water Quality Control Commission Water System Operator Level III certification within one year of employment.

Preferred Qualifications:

- Possess and maintain New Mexico CDL driver's license.

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Knowledge, Skills, and Abilities:

- Knowledge of safety rules, regulations, and work practices, particularly in reference to hazardous chemicals.
- Knowledge of water treatment principles, practices, methods, tools, and equipment.
- Skill in record maintenance.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
- Ability to perform strenuous manual labor under varying weather conditions.
- Ability to maintain records and prepare reports.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain an effective working relationship with the public, other departments, and county employees.
- Ability to operate and maintain a variety of technical and maintenance equipment safely.
- Ability to understand and follow safety procedures.
- Ability to gather and analyze statistical data and generate reports.
- Ability to use hand tools and standard equipment.

Additional Knowledge, Skills, and Abilities for Water Systems Apprentice 2:

- Knowledge of principles of water hydraulics, operation of water wells, booster pump stations and chlorine disinfection systems.
- Ability to make operating and maintenance adjustments to water treatment and distribution equipment and facilities.
- Ability to perform basic water quality tests.
- Ability to create, compose, and edit written materials.

Additional Knowledge, Skills, and Abilities for Water Systems Operator:

- Knowledge of water treatment principles, practices, methods, tools, and equipment.
- Knowledge of methods, materials, practices, and equipment generally used in the construction, maintenance, and operation of water production systems.
- Knowledge of water hydraulics.
- Ability to operate backhoe.
- Ability to gather and analyze statistical data and generate reports.

Physical Demands:

While performing the duties of this job, the employee is regularly required to sit, walk, and stand. The employee regularly uses manual and finger dexterity, a sense of smell, and visual acuity to complete tasks. The employee routinely uses a full range of mobility in upper and lower body; reaches overhead; works in various positions, including stooping, standing, bending over, sitting, kneeling, and squatting for extended periods of time. The employee must be able to lift, pull and push materials and equipment to complete assigned job tasks; and be able to lift 100 pounds with the assistance of equipment or another person.

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Work Environment:

The work environment involves exposure to hazards or physical risks and requires following basic safety precautions. Work is performed in both indoor and outdoor settings, with exposure to natural weather conditions and elements such as dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises. Travel, on-site response to emergency situations, evening, weekend, and holiday work may be required on short notice.

If in possession of a valid New Mexico CDL driver's license at the time of application or if obtained after being hired, must successfully complete mandatory Department of Transportation drug screening and subsequent pre-hire, random, and return to duty drug and alcohol screenings pursuant to the Federal Department of Transportation Regulations.

If working in Gas, Water and Sewer, this position is also covered under the Department of Transportation (DOT), Pipeline Safety regulations (PHMSA), covering random, post- accident, pre-hire, and return to duty testing.

Each and every county position requires the following professional skills and abilities as key and necessary elements of performance. Employees are required to:

- Demonstrate regular and reliable attendance;
- Satisfactorily complete and maintain compliance with all required training;
- Work well with others and participate fully in a team-oriented environment;
- Interface with other employees and customers in a courteous and respectful manner;
- Project positive support of their department and all county organizations at all times; and,
- Maintain and enhance the county's commitment to customer service excellence.

Approvals:

Department Director: Philo Shelton Date: 2/19/2026
(signature)

Human Resources Manager: Bernadette Martinez Date: 2/25/2026
(signature)

Reviewed: 3/20/2015

Revised: 10/18/2012, 12/1/2018, 8/1/2022, 2/19/2026