



**CITY OF ROSWELL**  
**Equal Opportunity Employer**  
**Central Control**  
**Water Production Operator**

<b>Date Open:</b>	April 19,2022	<b>Schedule:</b>	<b>Status:</b>	<b>Type:</b>	<b>Grade:</b>
<b>Date Closed:</b>	Until Filled	7AM to 3:30PM M-F, will include weekends, holidays and various shifts.	Non-Exempt, Hourly	Regular Full Time	932 \$15.25

**SUMMARY:** Under basic supervision, monitors and controls the City's water production system through the use of computer operated supervisory control and data acquisitions.

**ESSENTIAL FUNCTIONS:** *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Performs maintenance and repair of the City's water wells, reservoirs, pressure stations, and booster stations; cleans, changes oil in well motors; adjusts and replaces the packing for the wells; replaces valves; fills out check lists and logs recording well maintenance services.
- Obtains compliance water samples and tests for chlorine residuals; makes necessary adjustments to the gas chlorination system to maintain desired levels; tests gas leak detectors to ensure they are operating properly; maintains detailed log of repairs and adjustments performed on the chlorination system.
- Operates tractors, riding mowers, push mowers, and weed eaters to perform grounds maintenance around the well sites, booster stations, and reservoirs; applies herbicides to control weeds; installs, adjusts, and repairs sprinkler systems.
- Installs, reads, monitors and troubleshoots water meters.
- May be required to wear a respirator.
- Supports the relationship between the City of Roswell and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

**MINIMUM QUALIFICATIONS:**

**Education, Training, and Experience:**

- High school diploma or GED equivalent AND two years increasingly responsible work experience; OR an equivalent combination of education, training, and experience.

**Knowledge Of:**

- City and Department policies and procedures.
- General operation of water production systems.
- Safety policies and procedures.

**Skill In:**

- Establishing and maintaining effective working relationships with co-workers and the public.
- Effective verbal and written communication.
- Operating a personal computer utilizing standard software such as Microsoft Office and some specialized software.

**LICENSE AND CERTIFICATION REQUIREMENTS:**

Must possess and maintain a valid Class D driver's license issued by the State of New Mexico and have a satisfactory driving record. Must possess a New Mexico State issued Level I Water Systems Operator certification or obtain certification within one year of employment.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed throughout the city water system. Requires constant physical efforts, operation of heavy machinery and dangerous tools and equipment; safety precautions must be followed, including proper use of safety equipment.

**PRE-EMPLOYMENT REQUIREMENTS:**

- Must be able to pass a rigid background investigation including work history, criminal records, driving records, and other records deemed necessary.
- Must pass a pre-employment drug screen administered by a City-designated facility.
- Must pass a pre-employment limited physical given by a City-designated physician.

**CONDITIONS OF CONTINUED EMPLOYMENT:**

Incumbents and candidates must have and maintain a satisfactory driving record and insurability in accordance with the City's insurance carrier. Employees are required to maintain source of communication for off duty work-related communications. Employee must retain a New Mexico State issued Water Systems Operator certification.

For additional information, visit the city of Roswell website at:

<https://roswellnmemployees.munisselfservice.com/employmentopportunities/default.aspx>

You may also contact: below

George Peterson

WATER PRODUCTION DEPUTY SUPERINTENDENT | CITY OF ROSWELL

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