



## **TOWN OF RED RIVER JOB DESCRIPTION**

**POSITION TITLE:           WASTEWATER TREATMENT SUPERVISOR**  
**POSITION STATUS:       FULL-TIME, NON-EXEMPT**  
**DEPARTMENT:           WASTEWATER TREATMENT PLANT**  
**REPORTS TO:             TOWN ADMINISTRATOR**

### **GENERAL DESCRIPTION**

Oversee all water and wastewater treatment operations; assist in the preparation of treatment plant budgets; plan, assign and supervise the work of a crew operating and maintaining water and/or wastewater treatment plants; and to perform other duties as required.

### **SUMMARY OF DUTIES AND RESPONSIBILITIES**

Plans, assigns, schedules, supervises, and directs the work of the Plant Operations Crew, which performs maintenance, monitoring, repair and operation of the Town's water or wastewater treatment plant. Monitors and evaluates the operational reliability of the wastewater treatment plant.

Simplifies processes related to treatment plant operation. Coordinates and schedules the use of treatment plant equipment. Coordinates and/or performs complex repairs and installations related to treatment plants, equipment, and telemetry systems. May perform any of the duties assigned to the plant operators and provides technical direction as needed.

Supervises the monitoring of gauges, meters, and control panels; observation of variations in operating conditions, interpretation of meter and gauge readings and testing of results to determine processing requirements.

Inspects and monitors the treatment plant to ensure compliance with all Federal and State regulations, plus water and wastewater treatment standards. Coordinates and maintains communications with the New Mexico Environmental Department; the county environmental agency; and other agencies as required.

Oversees water sampling for diagnostic testing purposes; develop safety programs; and conduct safety meetings. Monitors lab test results, plus prepares and reviews reports submitted to regulatory agencies and other technical reports.

Uses a computer to input, access, and analyze data related to treatment plant operations; investigate public complaints concerning treatment plant operations; and takes appropriate actions to solve problems.

Oversees the upkeep of plant operations records; prepare reports and written correspondence; designs, recommends, and implements policies and procedures; and Assists the Town Administrator in the preparation of the plant operations budget.

**OTHER DUTIES:**

Oversee day to day operations of the plant.

Keep all supplies up to date.

Keep repair parts in stock.

Order repair parts as needed

Collect samples to meet requirements for NPDES permits.

Keep records of purchase orders and any monetary transaction.

Answer phones deal with customers.

**OTHER SPECIAL REQUIREMENTS:**

- Availability to work irregular hours, including weekends and holidays, as well as responding to 24-hour emergency calls.

**THOROUGH KNOWLEDGE OF:**

- Mechanical, electrical, pneumatic, and hydraulic principles related to water and wastewater treatment plant operations.
- Chemistry and mathematics used in operation of a plant.
- The methods, materials and tools used to operate, maintain, monitor, and repair water or wastewater treatment plants.
- Safety practices required in water and wastewater treatment operations.
- Regulations related to the treatment, transmission and disposal of TREATMENT water and wastewater.

**WORKING KNOWLEDGE OF:**

- The principles and practices of supervision and training.

**SOME KNOWLEDGE OF:**

- The application of data processing to sanitation operations.

**MINIMUM QUALIFICATIONS**

1. A High School diploma or GED equivalency is preferred. Applicant must have Four (4) years' experience in Wastewater Treatment Plant operation maintenance and mechanical and electronic maintenance.

Note: Each college credit hour, workshop, or extension credit in mathematics, Biology or wastewater treatment plant operations may be substituted for one (1) month of experience up to two (2) years. An associate degree in wastewater technology, engineering technology or similar discipline may substitute for two (2) years of experience. A Bachelor's degree in above described areas may substitute for three (3) years of experience.

2. Applicant must possess a New Mexico Level III Wastewater certificate and a New Mexico Level II Water Certificate.
3. Knowledge of processing and equipment involved in wastewater treatment, including basic chemical, bacteriological and biological processes and knowledge of industrial waste and their effects on treatment processes and equipment are required.

4. The ability to provide principals of logic, to define problems, collect and analyze data, and draw valid conclusions is required. The ability to deal with a variety of concrete and abstract variables, interpret a wide variety of technical instructions in book manuals and mathematical or diagrammatic form and to perform ordinary arithmetic, algebraic, and geometric procedures in standard practical applications are required.
5. Practical knowledge of the fundamentals of supervision and the ability to establish and maintain effective working relationships with department head, other employees and the public are required.

#### **PHYSICAL REQUIREMENTS**

- Ability to descend and climb a maximum of 30 rungs to access system pump stations.
- Work is physical and will require the employee to walk, reach, climb, balance, stoop, kneel, crouch, crawl, and frequently lift and move items up to 50 pounds.
- Have adequate respiratory function to utilize a Self-Contained Breathing Apparatus.
- Ability to detect and differentiate colors.

#### **WORKING CONDITIONS**

Work is performed both indoors and outdoors. Wastewater Treatment Supervisor may be exposed to inclement weather, fumes, odors, dust, and toxic conditions, susceptible to bodily injury. Subject to being called out for emergencies. Occasional attendance at staff meetings and out of town training sessions and seminars may be required.

Salary is commensurate with experience. Application may be obtained in the Office of the Municipal Clerk at 100 East Main Street – Red River, NM 87558, online at [www.redrivernm.gov](http://www.redrivernm.gov) or by calling 575-754-2277 during normal business hours. The Town of Red River is an equal opportunity employer.

Georgiana Rael  
Town Administrator