



## JOB ANNOUNCEMENT

### ***PUBLIC Vacancy***

**OPEN DATE:** March 29, 2021

**CLOSE DATE:** Open Until Filled

**JOB TITLE:** Water Treatment Plant Operator (Associate) **PAY GRADE:** 15

**MINIMUM PAY RATE:** \$13.93 to \$16.15 (Based on Experience & Level of Certifications)

**DEPARTMENT:** Utilities **FLSA:** Non-Exempt

**DIVISION:** Water Treatment

### **SUMMARY**

Performs under the supervision of the Water Treatment Plant Supervisor. This is a safety sensitive and performance-oriented position involving all phases of a drinking water treatment system. Work includes a range of tasks as they relate to the maintenance and operation of a drinking water treatment system and other assigned duties related to water treatment. Work is evaluated by the direct observation of the Water Treatment Plant Supervisor or Superintendent.

### **DUTIES AND RESPONSIBILITIES**

- Operates and monitors, under direct supervision, a variety of water supply and treatment facilities and equipment such as:
  - Diversion
  - Reservoirs
  - Groundwater wells
  - Pumping systems
  - Chemical feeders
  - Coagulation, Sedimentation and Flocculation processes and equipment
  - Measuring and control systems
  - Filtration and exchange units
- Performs maintenance of plant equipment and facilities
- Conducts water level measurements and interprets data
- Loads and unloads chemicals
- Collects samples for analytical purposes
- Performs basic and intermediate laboratory analytical techniques on water samples
- Performs calculations related to dosing, flow rates, and other weights and measures
- Performs Procurement duties
- Performs facilities maintenance including landscaping and vegetation control.
- Performs maintenance of plant equipment and facilities
- Conducts water level measurements and interprets data
- Loads and unloads chemicals
- Collects samples for analytical purposes
- Performs basic and intermediate laboratory analytical techniques on water samples
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*Water Treatment Plant Operator (Associate)*

- Performs Procurement duties
- Performs facilities maintenance including landscaping and vegetation control.
- Performs other related duties as required.

**MINIMUM JOB QUALIFICATIONS**

- High school diploma or equivalent.

**PREFERRED QUALIFICATIONS:**

- Valid New Mexico Class A CDL Driver’s License
- Any related college courses or experience in the water industry

**EMPLOYMENT REQUIREMENTS:**

- May require work outside of regular business hours due to 24-hour operation.
- Available for emergency response, 24 hours/day, seven days/week
- Must have a telephone or ready access to a telephone at residence.
- Must possess and maintain a current New Mexico Water Supply Level 1 certification.
- New Mexico Water Supply Level 2 certification needed for advancement.
- Must possess and maintain a valid and insurable New Mexico Class D Driver’s License
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include standing for extended periods of time, lifting heavy loads, kneeling, crawling, and climbing

**KNOWLEDGE, SKILLS AND ABILITIES**

- Familiarity with PC and mobile applications including MS Word, MS Excel, MS PowerPoint, and general internet applications.
- Good communication (both written and verbal) and organizational skills.
- Must possess intermediate math skills
- Knowledge of hydraulics, chemistry and biology
- Trustworthy; strong personal integrity
- Demonstrates strong level of accountability and ownership
- Collaborative/team oriented
- Emotional maturity
- Exhibits professionalism with internal and external customers
- Organized with strong attention to detail and time management skills
- High degree of initiative; self-starter

**APPLICATION PROCEDURE** – Interested applicants must submit a City of Las Vegas Employment Application.

The employment application is available at:

[www.lasvegasnm.gov/departments/human\\_resource\\_department/job\\_listing](http://www.lasvegasnm.gov/departments/human_resource_department/job_listing)

Applications can be sent to: Human Resources Department  
1700 N Grand Avenue  
Las Vegas, NM 87701

**OR** send via email to: [consuelo@lasvegasnm.gov](mailto:consuelo@lasvegasnm.gov)