



JOB ANNOUNCEMENT

In-House Vacancy

OPEN DATE: April 19, 2021

CLOSE DATE: April 23, 2021

JOB TITLE: Water Treatment Plant Operations Manager

PAY GRADE: 42

PAY RANGE: \$21.25 – \$28.58/hour (based on experience & level of certification)

DEPARTMENT: Utilities

DIVISION: Water Treatment

REPORTS TO: Utilities Director

SUMMARY

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. This position does require the supervision of others.

DUTIES AND RESPONSIBILITIES

Operates and monitors, under general direction, a variety of water supply and treatment equipment such as:

- Diversion
- Reservoirs
- Groundwater wells
- Pumping systems
- Chemical feeders
- 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.
- Complies with all safety standards and practices as they pertain to equipment, facility operations and chemical handling
- Assist in the hiring process, evaluation of employees and discipline of employees.
- Performs other duties as assigned

MINIMUM JOB QUALIFICATIONS

- High school diploma or equivalent.
- Current New Mexico Water Supply Level 4 Certification.

- Four years' water supply experience in the water utility industry, or a combination of related college coursework and experience totaling four (4) years.

PREFERRED JOB QUALIFICATIONS

- New Mexico Class A CDL License.

EMPLOYMENT REQUIREMENTS

- Must possess and maintain an insurable New Mexico Class D Driver's License.
- 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 their residence.
- Must maintain a current New Mexico Water Supply Level 4 certification.
- Must maintain physical condition appropriate to the performance of assigned duties and responsibilities.

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.

WORK ENVIRONMENT & PHYSICAL DEMANDS

- Sitting, walking and standing are frequent requirements.
- Climbing is an essential requirement.
- Lifting up to 50 pounds is essential and occasionally up to 90 pounds.
- Work is performed indoors and outdoors at temperatures below 32 degrees and above 90 degrees.

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

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

OR send via email to: consuelo@lasvegasnm.gov