



Town of Taos Human Resources Department

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Internal & External

PUBLIC WORKS UTILITIES OPERATOR I

The Town of Taos is seeking qualified applicants for the following **two (2) full-time** positions which includes an excellent benefit package; 100% major medical premium paid for employee with a choice of State of New Mexico Blue Cross Blue Shield, HMO & PPO or Presbyterian, State of New Mexico Public Employee Retirement Association (PERA) Retirement, personal leave and holiday pay, employee development and training programs and much more!

VA#23-24-17

Job Title: Public Works Utilities Operator I

Public Works Department

FLSA Classification: Non-Exempt

Hourly: \$20.09

Opening Date: August 14, 2023

Closing Date: August 28, 2023 or Open Until Filled

GENERAL PURPOSE

Performs a variety of **entry level skilled duties** in the operation of heavy and light equipment in the construction, repair, maintenance, and replacement of various components of the Town public utilities systems, including water distribution, wastewater collection or related public utilities operations.

SUPERVISION RECEIVED

Works under general supervision of a Public Utilities Superintendent or Foreman.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

General: Performs routine inspection and preventive maintenance on assigned equipment, cleans equipment and refers defects or needed repairs to supervisor. Performs all other assigned tasks.

Meter Reader: Operates electronic, hand-held meter reading instruments; reads commercial and residential utility water meters on assigned routes and records meter readings; rereads "exception list" meters; loads meter readings from hand held meter reading units into computer and unloads route information from hand held meter reading units; processes meter data as needed to prepare billing notices for printing and mailing.

Performs general customer service in communicating account activity; actions related to connections and disconnections of water service; interacts with the public on meter reading questions.

Visually checks operation of meters and reports tampering or damage; may perform general and routine meter repairs; performs seasonal duties, insulates meters to prevent freezing; responds to service calls to thaw frozen lines or connections; utilizes torch or thawing equipment.

Notes readings which appear to be high or low and assists in meter repair as needed; maintains accurate records of readings, schedules, damaged meters, etc., and forwards information to the appropriate Town workers.

Performs preventative maintenance on assigned vehicle and keeps vehicle in good working order.

Water Systems: Operates a variety of equipment in the construction, operation, repair, maintenance, and replacement of Town water facilities and systems.

Performs installation or repair of water service connections, repairs, maintains or replaces fire hydrants water meters; meter cans, meter valves, etc.; repairs water mains; thaws frozen lines and water meters; insulates water meters; cleans and maintains storage tanks and well houses; connects and disconnects service; searches out main water valves; repairs water line leaks; assists in placement of pipe and water regulators; removes, disassembles, cleans or replaces defective parts of regulators, ; collects water samples to assure compliance with all local, state, and federal standards and regulations. Maintenance of well and water storage tank sites.

Inspects and/or repairs Mix equipment or other chlorination units, booster pumping stations, water meters, storage tanks, wells, pump oil units, water softeners, etc., at frequent intervals to insure that all aspects of the systems are functioning properly; maintains a variety of records relating to inspections, maintenance activity, water supply, consumption, etc.; monitors SCADA/telemetry equipment to assure proper operations.

Wastewater System: operates a variety of equipment in the construction, operation, repair, maintenance, and replacement of Town wastewater and storm drain systems; operates and maintains the wastewater collection system, and lift stations to control flow and processing of wastewater, sludge, and effluent in order to meet NPDES or other local, state or federal regulations.

Inspects drainage reservoir and drainage channels, performs maintenance of drainage reservoir and channels including repairing fence, planting grass, removing unwanted vegetation, oiling gates, etc.; uses sewer TV/ camera equipment, gas meters, and other testing devices, monitors explosive and hazardous sewer gasses. Determines where replacement or repair of lines are necessary, determines necessity and quantity of chemicals needed to maintain safe conditions; performs manual and TV inspections of main and side sewer installation for compliance with regulations and requirements; conducts smoke and dye tests to locate problem areas and leaks. Responds to hazardous materials and flood emergencies; works as a member of Hazardous Materials and Flood Control Response Crews; neutralizes spills, performs traffic control; evacuates areas as necessary. Performs grease trap inspections to assure proper flow of sewer line and to meet NPDES or other local, state or federal regulations; maintains proper records of all grease trap inspections. Performs installation of sewer lines and manholes.

Provides operational information to the water departments as well as meter readings to finance department; assists utility departments to locate meters when repairs or replacements are required.

Assist other departments when needed, or as assigned. Performs related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from high school; AND One (1) year of experience in a field directly related to above duties; OR An equivalent combination of education and experience.

Knowledge, Skills, and Abilities:

Entry level knowledge of drawings and specifications, grades, machinery, materials, and methods of constructing water distribution lines, wastewater collection lines and drainage systems, etc.; safety standards related to utility line construction; hazards common to heavy equipment operation; equipment maintenance and repair; legal liabilities associated with utility systems construction, maintenance; basic computer operations and various software applications; the standard practices, methods, materials and tools necessary for pipe line construction and repair activities; pipe fitting procedures, pipe classifications and type; the occupational hazards and safety precautions of trench work construction and pipeline maintenance work; sewer pipe installation and repair (clay & PVC); cross connection control methods and standards; state or federal regulations governing installation and maintenance of water systems; water quality laws.

Entry level skill in the operation of heavy mechanized equipment as required by the position; i.e, backhoe, Vactor, sewer jet trailer, excavator, manhole tripod and safety equipment, level transit equipment, forklift, trench safety equipment, jack hammer, compressor, saws, tamper, plate compactor, pumps and motors, boring equipment, generators, common hand and power tools, shovels, mechanic tools and sheep foot rollers.

Ability to tolerate weather extremes in the work place; operate heavy equipment of various kinds under varying conditions; make minor repairs on assigned vehicles; perform heavy physical labor; develop and maintain effective working relationships with

co-workers, elected officials, local agencies and the general public; communicate effectively, both verbally and in writing; work from blueprints; tolerate weather extremes in the work environment.

Special Qualifications:

Must possess valid state of New Mexico driver's license. Appropriate CDL and "B" endorsement may be required within one (1) year of employment. Must possess a state of New Mexico Water Systems Operator I or New Mexico Wastewater Systems I certification within one (1) year of employment. May be required to become HAZMAT certified. Must be able to lift 50 lbs. Must be willing to work on-call duty and 24 hour standby. Compliance with FMCSA/DOT Drug and Alcohol safety sensitive duty testing as required.

Work Environment:

Tasks require variety of physical activities, generally involving muscular strain, related to walking, standing, stooping, sitting, reaching and lifting (moving up to 50 pounds and occasionally moving up to 100 pounds). Talking, hearing and seeing essential to performing required job functions. Frequent exposure to changing weather conditions. Employee frequently works near moving mechanical parts and is frequently exposed to vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. Occasionally exposed to trench working hazards, Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking. Daily local travel required in normal course of job performance.

APPLICATION STANDARDS AND REQUIREMENTS- If you feel you meet the minimum qualifications for the position and you have the necessary drive and ambition to be part of the Public Works Department for the Town of Taos, please submit a complete Town of Taos employment application to: Town of Taos Human Resources Department, 400 Camino de la Placita, Taos, NM 87571 or via e-mail: employment@taosnm.gov. Your application must be complete, clear, and include the correct job title and announcement number. Applications and any attachments become the official property of the Town of Taos and cannot be returned or reused after being submitted. Applications will be accepted until 5:00 P.M. on the closing date listed above.

Drug Free Workplace
EEO/ADA Compliance