

<b>Pueblo of Sandia – Job Description</b>			
Title	Utility Operator 2	FLSA	Non-Exempt
Position Code(s)	625006 625007 625008	Employer	PBL
Department	Public Works Dept.	Company-Div-Dept	01-22-842
Reports to	Utility Operation Supervisor & Lead Operator	Reports to Position Code	300002 300006
Salary Grade	11	Revision Date	1/23/2018
<b>Position Summary</b>			
Under general supervision is responsible for safe operation and maintenance of the Pueblo of Sandia Utility infrastructure. Operator 2 will perform duties in accordance with Pueblo and Department policies and procedures. Operator 2 shall perform assigned duties and follow directives from supervision in both water and wastewater operations.			
<b>Supervision Exercised</b>			
Report to, and works under the direct supervision of the Utility Operations Supervisor and the Lead Operator.			
<b>Major Duties and Responsibilities</b>			
<ol style="list-style-type: none"> <li>1. Collects tests and preserves water and wastewater samples for chemical and biological properties.</li> <li>2. Calibrates laboratory equipment, flow meters and chemical feed equipment as required by operating standards.</li> <li>3. Maintains operating records, inspection reports,</li> <li>4. Evaluates laboratory results and notifies supervisor of required changes in process and procedures.</li> <li>5. Cleans and maintains all laboratory equipment.</li> <li>6. Performs troubleshooting and repair as required to maintain equipment and facilities, runs test for process control.</li> <li>7. Repair the Pueblo of Sandia water and wastewater lines.</li> <li>8. Flush sanitary sewer lines; remove debris from sewers to prevent back-ups.</li> <li>9. Operate and maintain various water/wastewater collections equipment and vehicles; inspect equipment and vehicles for damage; inspect oil level, tires and brakes.</li> <li>10. Cut asphalt or cement for excavations using jack hammer; install plugs as required for maintenance and repairs of water and sewer lines.</li> <li>11. Perform line spots for manhole excavations; perform point repairs on sewer and water lines.</li> <li>12. Perform smoke/dye test as needed to determine breaks in sewer lines; prepare equipment used in smoke tests.</li> <li>13. Perform pesticide work in manholes including applying pesticides and chemicals to destroy roots and roaches in sewer lines; drive and operate roach truck.</li> <li>14. Read and interpret Village collection system maps.</li> <li>15. Use radio procedures to communicate with field and base to coordinate and complete tasks.</li> <li>16. Respond quickly and accurately to service calls during duty and non-duty hours, while serving in the on call capacity ensure that required response procedures are met.</li> <li>17. Operate and maintain all aspects of a truck or trailer mounted jet Roding/vacuum unit and video inspection units with the proficiency needed to complete collection line</li> </ol>			

maintenance.

18. Complete point line repairs that may require the ability to dig by hand, operate heavy equipment and use other specialized tools.
19. Maintain accurate and complete records in conjunction with a computerized preventive and corrective maintenance program.
20. Performs other duties as assigned by the Water/Wastewater Division Supervisor III and or Operations Manager IV.
21. Perform additional duties and responsibilities as necessary or assigned.
22. The above listed duties are intended to be general in nature and level of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

### **Secondary Duties and Responsibilities**

### **Knowledge, Skills and Abilities**

1. Ability to and know of sample collections and preservation, chemical and biological testing, calibration laboratory equipment and troubleshooting.
2. Pertinent Federal, State and local laws, codes and regulations.
3. Operations, services and activities of a water and wastewater treatment plant.
4. Methods and techniques of preventive maintenance as related to water and wastewater treatment plant facilities.
5. Mathematical principles and calculations.
6. Ability to perform maintenance on equipment.
7. Ability to read, write and understand written and oral instructions.
8. Ability to work with the equipment, tools and the materials specified in this classification.
9. Ability to evaluate the laboratory results and make recommendations to process changes when required.
10. Ability to make visual and audio inspections of field equipment and facilities.
11. Must be familiar with all safety procedures required in conducting the duties above described.
12. Must be able to review and comprehend necessary updates to computer equipment and/or lab requirements.

### **Minimum Qualifications, Education and Experience**

#### **Required:**

1. High School Diploma, GED certification or equivalent.
2. Two years of experience working in water or wastewater operations.
3. Must possess and maintain a valid, unrestricted New Mexico Driver's License.
4. The following licenses and/or certifications are required prior to employment start date:
  - a. Wastewater Lab Level II, Water Level II

### **Licensing Status**

1. Must be able to successfully pass a stringent background investigation.
2. Will require a post-offer, pre-employment and random drug screening.
3. Must successfully complete and maintain the following courses/training:
  - a. CPR: within 60 days, renewal every 2 years.
  - b. First Aide: within 60 days, renewal every 2 years.
  - c. Confined Space: within one year, renewal every 2 years.
  - d. SCBA: within one year, renewal every 2 years.

## Working Conditions

### **Working Environment:**

1. Work is performed indoors and outdoors. When collecting necessary samples or maintaining and repairing equipment, will be exposed to natural weather conditions and extremes in temperature.
2. Subject to intermittent noise and vibration factors.
3. Subject to unpleasant odors, fumes dust and mists.
4. Work is conducted primarily during daylight hours except during emergencies.
5. Work is performed on even or uneven terrain, while collecting samples and performing required testing.
6. Wild life (coyotes, rattle snakes, dogs etc.)
7. Work in tight spaces for long periods of time

### **Physical Functions**

1. Must be able to lift up to 100 pounds occasionally (i.e. up to one third of workday), from ground to waist level. Ability to lift up to 50lbs, frequently to constantly (i.e., from one third up to entire workday), from ground to shoulder level.
2. Ability to stand and/or walk up to four hours at one time; up to eight hours total per day.
3. Ability to crouch, kneel and remain in a prone position for up to 30 minutes at one time.
4. Ability to bend at waist and twist/rotate waist if necessary for up to one third of workday.
5. Ability to work with arms extended and bent for up to four hours at one time, and seven and one half hours total per day.
6. Ability to push/pull with arms with a force up to 50 plus lbs., while performing labor work.
7. Ability to use hands and wrist to screw/unscrew bolts and oil caps, etc., as part of a maintenance routine.
8. Ability to maintain balance while climbing up and down the necessary ladders (20ft+).
9. Ability to push with legs up to 40 lbs., of force to operate foot controls for up to fours hours at one time, and seven and one half hours total per day. Ability to twist/rotate legs in operating foot controls.
10. Ability to use hands and fingers to grasp/manipulate levers and steering wheel in a bilaterally coordinated manner.
11. Ability to coordinate use of hands and eyes in operations of any equipment.

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<https://www.hrapply.com/sandia/Setup.app>