THE CITY OF
SANTA FE

Waste Operator Lead

FLSA Status: *Non Exempt*
Union Status: *AFSCME*
Salary Range: *13 ($22.621 – $33.931)*

General Definition of Work

Operates and maintains the wastewater treatment facilities at the City's wastewater plant.

Supervision Received

Works under the general direction of an assigned supervisor.

Supervision Exercised

None.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. A position may not include all of the duties listed and the listed examples are not an exhaustive list of the duties that may be found in a position of this class.

Essential Functions

- Operates all treatment facilities, sludge handling facilities, and plant equipment in the Head works, Mixed Liquor Room, Turblex MCC Room, Hoffman Blower Room, Bioselectors, Aeration Basins, Secondary Clarifiers, DAF, Digesters and UV Building.
- Submits work orders to Maintenance Section in case of a problem or for repairs.
- Starts pumps and compressor to control and adjust flow and treatment processes; observes variations in operating conditions and interprets meter and gauge readings and test results to determine process requirements and reports recommendations to supervisor; monitors gauges, meters, control panels, and broken water lines.
- Accurately handles situations such as spills and power outages.
- Maintains shift logs, record meter and gauge readings.
- Collects samples and performs laboratory tests using approved laboratory methods.
- Reports results to supervisor to ensure compliance with requirements of federal and state discharge permits.
- Picks up samples and records temperatures and delivers to the laboratory.
- Maintains treatment plant work areas, housekeeping, grounds tools and equipment in a safe and orderly condition.
- Operates new process equipment, reads and interprets technical manuals and blueprints to facilitate operation, may perform minor preventative maintenance and minor repairs on machinery and equipment.
- Cleans out pipes, process holding tanks, and performs other plumbing and pipefitting tasks as required; works with hazardous chemicals and gases.
- May coordinate and oversee work of Waste Operators.
- Routinely observes surroundings for possible security breaches and reports irregularities to supervisor.

Knowledge, Skills, and Abilities

- Considerable knowledge of the occupational hazards and safety practices in the Wastewater Operation/Maintenance field.
- Ability to operate manual powered and manual equipment and tools used.
- Ability to read, interpret and work from sketches, diagrams and blueprints.

- Ability to communicate effectively.
- Ability to establish effective working relationships with associates and the public.

Education Requirement

High School Diploma or equivalent.

Experience Requirement

Four (4) years of experience in wastewater plant operations providing extensive knowledge of process control, the equipment, tools and methods used in inspecting, cleaning, operating and maintaining of a wastewater plant.

Licensure and Certifications

- Possession of a Level IV New Mexico State Wastewater Operator's Certificate or the ability to obtain one by reciprocity from another state within three (3) months of hire.
- Must possess a valid driver's license.

Special Requirements

- Must obtain a City of Santa Fe driving permit within three (3) months of hire.
- Must be certified in CPR/First Aid within six (6) months of hire.
- Employee may be called out in emergency situations. When contacted, the employee is expected to report to work unless there are special non-recurring circumstances, regardless of the location of the employee's residence.
- Must be available for overtime duties if required. Must have telephone in the employee's residence or be available by an equally effective means of communication.

Physical Requirements

- Must be able to lift /or move 75 pounds.
- Must be able to climb ladders and stairs.
- Required to climb ladders and stairs.
- Must be able to stand, sit, crouch, walk, climb and crawl.
- Must be able to bend, twist, squat, stoop, kneel, and reach.
- Requires manual dexterity and good hearing and visual acuity.

Working Environment

- Work is performed outside and inside, sometimes in inclement weather.
- Exposed to loud noises, vibrations, chemicals, toxic gases and fumes, infectious diseases, airborne pathogens and allergens.
- Work is performed routinely in confined spaces.
- Irregular working hours, nights, days, and swing shifts, holiday work and overtime are required.

EEO/ADA Compliance

The City of Santa Fe is an Equal Opportunity Employer. In compliance with the American's with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Veterans' Hiring Initiative

Pursuant to City of Santa Fe Resolution No. 2013-079, the City of Santa Fe Human Resources Department has implemented a Veterans' Hiring Initiative policy in order to provide opportunities for veterans who meet or exceed the minimum qualifications for

city employment to obtain City employment. The Governing Body does not guarantee that a veteran shall be hired for the position being applied for, only that the veteran will be given an interview; and, it does not intend to supersede or modify any collective bargaining agreement that is currently in place with the City of Santa Fe.

Job applicants who are veterans with an honorable discharge from the military or are members of the National Guard or Reserve who have successfully completed basic training, must use the Veterans' Certification Form to identify themselves and then must attach a copy of their DD214 or DD215 and/or their proof of current Active, Guard or Reserve enlistment in order to certify their status for the position in which applying for.

Applications must be submitted online at: https://santafenm.munisselfservice.com/employmentopportunities/

Resumes will not be accepted in lieu of the city application form, unless the position status is at-will. When required of the position, high school diploma/GED, college degree(s), certification(s), or license(s) must be attached at the time of submission of the application. Each applicant is considered only for the current vacancy indicated on the application submitted. It is the responsibility of the applicant to monitor any future openings and to submit a separate application for each position. Incomplete applications will not be considered. Applications become public record upon receipt and may be made available for public inspection upon request. Pre-placement physical exams, and drug and alcohol screenings are required for some positions.

This job announcement is not intended to be inclusive of all functions, responsibilities and qualifications associated with the position, however, representative of the essential job functions and typical criteria considered necessary to successfully perform the position. This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.