

Pueblo of Sandia – Job Description			
Title	Utility Lead Operator	FLSA	Non-Exempt
Position Code(s)	300008 300009	Employer	PBL
Department	Public Works Dept.	Company-Div-Dept	01-22-842
Reports to	Utilities Operation Supervisor	Reports to Position Code	201015
Salary Grade	12	Revision Date	2/1/2018
Position Summary			
<p>Under minimal supervision, responsible for the safe operations and maintenance of the Pueblo of Sandia Wastewater system collection and discharge infrastructure, and Water system wells, treatment, storage and distribution infrastructure. The position will provide direction and supervision of Level II and Level I operators in the safe operations and maintenance of the Water/Wastewater infrastructure. The position is a lead operator and will assume responsibility for O&M in the absence of the Level 4 Supervisor.</p>			
Supervision Exercised			
<p>Supervised by the Utility Operator Level 4 Supervisor.</p> <p>The Level III Operator is the lead operator and is responsible for O&M of the Water/Wastewater systems in accordance with Federal regulations, Pueblo policies and Supervisors directives.</p>			
Major Duties and Responsibilities			
<ol style="list-style-type: none"> 1. Oversees and evaluates work assigned to Utility Operators. 2. Conducts operations and maintenance labor activities of the water/wastewater treatment plant and potable water system. 3. Oversees the performance of the Utility Operator levels 1 & 2 in the operations and maintenance labor activities of the water/wastewater treatment plant and potable water system. 4. Assists Supervisor in maintaining an inventory of water treatment and potable water chemicals required. 5. Assists Supervisor in orientation of new Utility operator employees. 6. Assists Supervisor in scheduling daily employee activity. 7. Assists Supervisor in preparing employee disciplinary action reports and recommendations. 8. Assists Supervisor in preparing employee performance evaluations. 9. Prepares and maintains water/wastewater treatment files, records, reports, and related documents. 10. Enforces Water and Wastewater Operations standard operating procedures. 11. Assists Supervisor in preparing utility operators shift schedules. 12. Enters confined space entry where a fitted respirator is required. 13. Tests chlorine content of potable water system and maintains chlorine residuals at required disinfectant limits. Maintains results on a daily report and continuous log. 14. Performs basic operator tests on PH, temperature, DO, and settling tests on the water/wastewater treatment plant. Maintains results on a daily report and continuous log. 15. Cleans and maintains chlorine contact chambers. 16. Addresses federal and state agencies regarding technical potable and wastewater 			

inquiries.

17. Performs additional duties and responsibilities as necessary or assigned.

Secondary Duties and Responsibilities

Knowledge, Skills and Abilities

1. Ability to supervise and direct the work of others.
2. Ability to use operational and maintenance tools used in the performance of work in a water/wastewater treatment plant, a potable water system, and sewer line routing.
3. Ability to prepare and maintain water/wastewater treatment and potable water reports and records.
4. Ability to maintain associated equipment operating and maintenance supply inventory.
5. Knowledge of general safety rules, requirements, procedures, and reporting requirements; particularly those safety regulations when working near waste water equipment and sources.
6. Ability to communicate effectively and maintain good public and employee relations.
7. Physical condition that allows employees to work wearing a fitted respirator.
8. Ability to work in small, cramped locations.
9. Ability to calibrate test equipment.
10. Ability to read, record, and analyze test equipment data.
11. Knowledge of federal, state testing requirements for potable water and wastewater chemicals.
12. Knowledge of the use and potential hazards of potable water and wastewater chemicals.
13. Ability to lift a minimum of 50 pounds.
14. Ability to administer first aid until Security Department assumes control.

Minimum Qualifications, Education and Experience

Required:

1. High School Diploma, GED certification or equivalent.
2. Three (3) years previous experience working in water treatment.
3. Must possess and maintain a valid, unrestricted New Mexico Driver's License.
4. The following license and/or certifications is/are required prior to employment start date:
 - Wastewater Level III & Water Level II Certification

Preferred:

1. Prior supervisory experience in water treatment.
2. Current CPR Certificate.
3. Current First Aide.
4. Current Confined Space.

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.

Working Conditions

1. Duties are performed primarily outdoors with minimum indoor activity as required. Work duties may require employees to work in extreme temperature and inclement weather. Work apparel including standard work uniform issued by employer, may require employees to wear other apparel at own expense, in order to compensate for outside temperature conditions.

2. Subject to potential hazards in water/wastewater treatment facility, such as broken glass, needles, human feces, and various other water treatment effluents.
3. Additional potential hazards include exposure to infections, diseases, bloodborne and airborne pathogens, (methane, chlorine, and carbon monoxide fumes), odors, dust, mist, gases, and moderate noise levels.
4. Duties involve walking, climbing, crawling, standing for periods of time, sitting, crouching, kneeling, and the ability to assume prone position. Some tasks will be performed on uneven, hard, and inclined slopes.
5. Work hours are subject to change and call out as required; with overtime required and authorized by supervisor. Must be able to work long hours if required.
6. Specific physical body movements require the following:
 - Trunk - bend, twists, rotate, push, pull, carry
 - Arms - reach, carries, push, pull, twists, rotate
 - Legs - lift, push, pull, twists, rotate, balance
 - Hands - grasp, bilateral coordination, overall and finger dexterity
 - Eye and hand coordination.