



JOB PROFILE

JOB TITLE: SUPERVISOR WATER/
WASTEWATER

FLSA STATUS: EXEMPT

JOB CODE:

DATE:

DEPARTMENT: CORPORATION

REVISION NO.:

REPORTS TO: DIR. OF FACILITIES

REVISION DATE: 10/05/2021

POSITION SUMMARY:

The Water/Wastewater Plant Supervisor is responsible for supervision of the Water/Wastewater Treatment Plant for Tsay Corporation and Ohkay Owingeh Pueblo.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned:

- Responsible for scheduling and distributing work assignments
- Ordering all materials and equipment.
- Maintaining the Departments budgets.
- Responsible for the planning and layout of all projects.
- Responsible for assisting and training in all aspects of engineering employees
- Must be on call twenty four (24) hours a day, seven (7) days a week.

EDUCATION/EXPERIENCE:

Must possess a High School Diploma. Must also have ten (10) years of management experience as well as Wastewater Level III certification and Water III Certification.

SKILLS:

Must have knowledge of the design and layout. Troubleshoot (Solid State Controls), calibration and repair of instrumentation process controls; Motors, Transformers, Solenoid Coils, Furnaces, Utility- Controlled Equipment, Line Starters, solid state controls, Programmable controls, pilot devices, Thermocouples, and wiring diagrams.

SUPERVISORY RESPONSIBILITIES: Ensure all Tsay Corporation certified water operators comply with and are eligible to collect and analyze water analysis performed in the above requirements.

EQUIPMENT TO BE USED:

Use of all hand tools common to the trades listed above. Use and knowledge of functions of all types of equipment, required.

PHYSICAL/MENTAL DEMANDS:

Alertness and careful attention are required to avoid injury to self and/or others. Specific job requirements or physical location of positions allocated.

WORKING CONDITIONS:

Working conditions are considered acceptable, but occasionally involve exposure to weather elements.

For additional information on how to apply, please contact:

**Rose Marie Law
Tsay Corporation
Human Resources / Payroll Manager
r.law@tsaycorp.net
505-747-1668
505-901-8350**