



Utility Operator Entry

FLSA Status: *Non-Exempt*
Union Status: *AFSCME*
Salary Range: *101*
Safety Sensitive: *No*

General Definition of Work

Performs semiskilled, entry level work assisting the maintenance and operation of the City of Santa Fe's Utility systems. Such as water and wastewater treatment facilities, reservoirs, wells, collection systems, distribution systems and related work as apparent or assigned.

Supervision Received

Works under the general supervision 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

- Assist in the Operation and Maintenance of all treatment facilities and well sites.
- Learns how to start equipment to control and adjust flows.
- Assists in the observation of system operating conditions..
- Assists in performing process testing.
- Interpret results to determine processing requirements, and reports recommendations to supervisor.
- Monitors gauges, meters, and control panels.
- Record readings and maintains accurate shift log.
- Assists in performing laboratory tests using approved laboratory methods.
- Maintains treatment plant work areas, grounds, tools, and equipment in a safe and orderly condition.
- Performs minor preventive maintenance on plant equipment and buildings.
- Exercise valves lubricates valves and reports recommendations to supervisor.
- Assists performing minor plumbing and pipefitting tasks as required.
- Assists with rebuilding pumps, motors, and plant equipment.
- Assists in retrieval of parts, data entering, and housekeeping.
- Performs assigned daily work orders.
- Extracts samples..
- Cleans hoses, buildings, and process areas.
- Loads and unloads trucks with materials and equipment as required.
- Assists in safe excavation of underground utilities to make repairs.
- Assists in cutting, threading, pipefitting and utilizing hand tools or special equipment as required.
- Assists in installation and repair of utility connections and mains.

- Washes vehicles and equipment as necessary.
- Assist in operation of equipment such as rodder truck, vactor truck, utility truck, dump truck, backhoe, loaders, trash pumps, lift station generators, and other miscellaneous equipment such as welders, tampers, jack hammers etc.
- Performs routine sewer line maintenance and opens manholes; digs out manholes to facilitate access to sewer lines.
- Conducts daily pre-inspection checks on assigned vehicle to ensure vehicle is safe to drive and serviceability of equipment. .
- May assist operation of sewer survey camera.
- Responds to sewer stoppages and/or water leaks.
- May be required to place equipment to direct traffic or conduct traffic control.
- Performs other duties as assigned.
- Responsible for performing duties in accordance with established safety procedures and standards.

Knowledge, Skills, and Abilities

- Ability to interpret technical information.
- Ability to keep accurate records; use computer application software; develop and maintain business relationships.
- Ability to work in a collaborative team environment.
- Ability to organize time and work to efficiently and effectively accomplish goals.
- Ability to learn occupational hazards and safety procedures in the water operations and maintenance.
- Ability to observe safety procedures.
- Ability to operate powered and manual equipment, machinery, and tools used in water plant operations and maintenance.
- Attention to Detail – Ability to be thorough when performing work and conscientious about attending to detail.
- Customer Service – Ability to interact with customers in a friendly and professional manner, ability to work to resolve issues quickly and effectively, and is knowledgeable about products and services.
- Deciding and Initiating Action – Takes responsibility for actions, projects and people; makes quick, clear decisions which may include tough choices, after considering risks.
- Decision Making – Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.
- Delivering Results – Ability to set high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.
- Interpersonal Skills – Ability to show understanding, respect, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relate well to different people from varied backgrounds and different situations.
- Learning – Uses efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development.
- Mathematical Reasoning – Solves practical problems by choosing appropriately from a variety of mathematical and statistical techniques.
- Planning and Evaluating – Organizes work, sets priorities, determines resource requirements, determines short or long-term goals and strategies to achieve them, coordinates with other organizations or parts of an organization, monitors progress, and evaluates outcomes.
- Reading – Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.
- Resilience – Deals effectively with pressure; remains optimistic and persistent, even under adversity. Recovers quickly from setbacks.
- Teaching Others – Helps others learn through formal or informal methods; provides resources to help teach others; acts as a mentor.
- Thinking Strategically – Thinks strategically and promotes best practices and leading-edge ideas.
- Writing – Writes in a clear, concise, and organized manner for the intended audience.
- Written Communication – Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

Education Requirement

High School Diploma or equivalent.

Experience Requirement

None.

Education and Experience Equivalency

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education. Additional appropriate education may be substituted for the minimum experience requirements.

Licensure and Certifications

- Must possess a valid driver's license.
- Must obtain CPR certification within three (3) months of hire.
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Special Requirements

- Obtain and maintain a City of Santa Fe driving permit within three (3) months of hire.
- Must pass a pre-employment physical exam prior to employment.
- Must be able to comply with a respirator and other PPE requirements.

Physical Requirements

- Work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities.
- Requires the exertion of up to 50 pounds of force.
- Requires speaking or hearing and using hands to finger, handle or feel, requires sitting, standing, walking, stooping, kneeling, crouching, or crawling, reaching with hands and arms and lifting.
- Standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly.
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound.
- Work requires preparing and analyzing written or computer data, using of measuring devices, operating motor vehicles and observing general surroundings and activities.

Working Environment

- May be called out in emergency situations.
- Some utility operations occur 24/7/365 and abnormal shifts such as swing and graveyard shift may be required depending on area of assignment.
- 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 24-hour emergency stand-by duties when required.
- Must have a telephone in the employee's residence or be available by an equally effective means of communication.
- Work occasionally requires exposure to inclement weather.

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://cityofsantafenemployees.munisselfservice.com/employmentopportunities/default.aspx>

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.

Acknowledgment

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.

I have read and understand the above job description. I verify that I meet the requirements and am able to perform the duties and responsibilities on this job description.

Print Employee Name

Date

Employee Signature



Utility Operator Basic

FLSA Status: *Non-Exempt*
Union Status: *AFSCME*
Salary Range: *104*
Safety Sensitive: *No*

General Definition of Work

Performs semiskilled, basic level work in alignment with Level 1 Utility Operator Certification (Water or Wastewater) assisting the maintenance and operation of the City of Santa Fe's Utility systems. Such as water and wastewater treatment facilities, reservoirs, wells, collection systems, distribution systems and related work as apparent or assigned.

Supervision Received

Works under the general supervision 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

- Assist in the Operation and Maintenance of all treatment facilities and well sites.
- Learns how to start equipment to control and adjust flows.
- Assists in the observation of system operating conditions..
- Assists in performing process testing.
- Interpret results to determine processing requirements, and reports recommendations to supervisor.
- Monitors gauges, meters, and control panels.
- Record readings and maintains accurate shift log.
- Assists in performing laboratory tests using approved laboratory methods.
- Maintains treatment plant work areas, grounds, tools, and equipment in a safe and orderly condition.
- Performs minor preventive maintenance on plant equipment and buildings.
- Exercise valves lubricates valves and reports recommendations to supervisor.
- Assists performing minor plumbing and pipefitting tasks as required.
- Assists with rebuilding pumps, motors, and plant equipment.
- Assists in retrieval of parts, data entering, and housekeeping.
- Performs assigned daily work orders.
- Extracts samples..
- Cleans hoses, buildings, and process areas.
- Loads and unloads trucks with materials and equipment as required.
- Assists in safe excavation of underground utilities to make repairs.
- Assists in cutting, threading, pipefitting and utilizing hand tools or special equipment as required.
- Assists in installation and repair of utility connections and mains.

- Washes vehicles and equipment as necessary.
- Assist in operation of equipment such as rodder truck, vactor truck, utility truck, dump truck, backhoe, loaders, trash pumps, lift station generators, and other miscellaneous equipment such as welders, tampers, jack hammers etc.
- Performs routine sewer line maintenance and opens manholes; digs out manholes to facilitate access to sewer lines.
- Conducts daily pre-inspection checks on assigned vehicle to ensure vehicle is safe to drive and serviceability of equipment. .
- May assist operation of sewer survey camera.
- Responds to sewer stoppages and/or water leaks.
- May be required to place equipment to direct traffic or conduct traffic control.
- Performs other duties as assigned.
- Responsible for performing duties in accordance with established safety procedures and standards.

Knowledge, Skills, and Abilities

- Ability to interpret technical information.
- Ability to keep accurate records; use computer application software; develop and maintain business relationships.
- Ability to work in a collaborative team environment.
- Ability to organize time and work to efficiently and effectively accomplish goals.
- Ability to learn occupational hazards and safety procedures in the water operations and maintenance.
- Ability to observe safety procedures.
- Ability to operate powered and manual equipment, machinery, and tools used in water plant operations and maintenance.
- Attention to Detail – Ability to be thorough when performing work and conscientious about attending to detail.
- Customer Service – Ability to interact with customers in a friendly and professional manner, ability to work to resolve issues quickly and effectively, and is knowledgeable about products and services.
- Deciding and Initiating Action – Takes responsibility for actions, projects and people; makes quick, clear decisions which may include tough choices, after considering risks.
- Decision Making – Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.
- Delivering Results – Ability to set high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.
- Interpersonal Skills – Ability to show understanding, respect, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relate well to different people from varied backgrounds and different situations.
- Learning – Uses efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development.
- Mathematical Reasoning – Solves practical problems by choosing appropriately from a variety of mathematical and statistical techniques.
- Planning and Evaluating – Organizes work, sets priorities, determines resource requirements, determines short or long-term goals and strategies to achieve them, coordinates with other organizations or parts of an organization, monitors progress, and evaluates outcomes.
- Reading – Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.
- Resilience – Deals effectively with pressure; remains optimistic and persistent, even under adversity. Recovers quickly from setbacks.
- Teaching Others – Helps others learn through formal or informal methods; provides resources to help teach others; acts as a mentor.
- Thinking Strategically – Thinks strategically and promotes best practices and leading-edge ideas.
- Writing – Writes in a clear, concise, and organized manner for the intended audience.
- Written Communication – Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

Education Requirement

High School Diploma or equivalent.

Experience Requirement

One year of water or wastewater utilities experience.

Licensure and Certifications

- Must possess a valid driver's license.
- Must obtain CPR certification within three (3) months of hire.
- Must possess **New Mexico** UOCP Water Supply Level 1 or Wastewater Level 1.

Special Requirements

- Obtain and maintain a City of Santa Fe driving permit within three (3) months of hire.
- Must pass a pre-employment physical exam prior to employment.
- Must be able to comply with a respirator and other PPE requirements.

Physical Requirements

- Work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities.
- Requires the exertion of up to 50 pounds of force.
- Requires speaking or hearing and using hands to finger, handle or feel, requires sitting, standing, walking, stooping, kneeling, crouching, or crawling, reaching with hands and arms and lifting.
- Standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly.
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound.
- Work requires preparing and analyzing written or computer data, using of measuring devices, operating motor vehicles and observing general surroundings and activities.

Working Environment

- May be called out in emergency situations.
- Some utility operations occur 24/7/365 and abnormal shifts such as swing and graveyard shift may be required depending on area of assignment.
- 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 24-hour emergency stand-by duties when required.
- Must have a telephone in the employee's residence or be available by an equally effective means of communication.
- Work occasionally requires exposure to inclement weather.

EEO/ADA Compliance

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Acknowledgment

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Print Employee Name

Date

Employee Signature



Utility Operator Intermediate

FLSA Status: *Non-Exempt*
Union Status: *AFSCME*
Salary Range: *107*
Safety Sensitive: *No*

General Definition of Work

Performs semiskilled, intermediate level work in alignment with Level 2 Utility Operator Certification (Water or Wastewater) assisting the maintenance and operation of the City of Santa Fe's Utility systems. Such as water and wastewater treatment facilities, reservoirs, wells, collection systems, distribution systems and related work as apparent or assigned.

Supervision Received

Works under the general supervision 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

- Assist in the Operation and Maintenance of all treatment facilities and well sites.
- Learns how to start equipment to control and adjust flows.
- Assists in the observation of system operating conditions..
- Assists in performing process testing.
- Interpret results to determine processing requirements, and reports recommendations to supervisor.
- Monitors gauges, meters, and control panels.
- Record readings and maintains accurate shift log.
- Assists in performing laboratory tests using approved laboratory methods.
- Maintains treatment plant work areas, grounds, tools, and equipment in a safe and orderly condition.
- Performs minor preventive maintenance on plant equipment and buildings.
- Exercise valves lubricates valves and reports recommendations to supervisor.
- Assists performing minor plumbing and pipefitting tasks as required.
- Assists with rebuilding pumps, motors, and plant equipment.
- Assists in retrieval of parts, data entering, and housekeeping.
- Performs assigned daily work orders.
- Extracts samples..
- Cleans hoses, buildings, and process areas.
- Loads and unloads trucks with materials and equipment as required.
- Assists in safe excavation of underground utilities to make repairs.
- Assists in cutting, threading, pipefitting and utilizing hand tools or special equipment as required.
- Assists in installation and repair of utility connections and mains.

- Washes vehicles and equipment as necessary.
- Assist in operation of equipment such as rodger truck, vactor truck, utility truck, dump truck, backhoe, loaders, trash pumps, lift station generators, and other miscellaneous equipment such as welders, tampers, jack hammers etc.
- Performs routine sewer line maintenance and opens manholes; digs out manholes to facilitate access to sewer lines.
- Conducts daily pre-inspection checks on assigned vehicle to ensure vehicle is safe to drive and serviceability of equipment. .
- May assist operation of sewer survey camera.
- Responds to sewer stoppages and/or water leaks.
- May be required to place equipment to direct traffic or conduct traffic control.
- Performs other duties as assigned.
- Responsible for performing duties in accordance with established safety procedures and standards.

Knowledge, Skills, and Abilities

- Ability to interpret technical information.
- Ability to keep accurate records; use computer application software; develop and maintain business relationships.
- Ability to work in a collaborative team environment.
- Ability to organize time and work to efficiently and effectively accomplish goals.
- Ability to learn occupational hazards and safety procedures in the water operations and maintenance.
- Ability to observe safety procedures.
- Ability to operate powered and manual equipment, machinery, and tools used in water plant operations and maintenance.
- Attention to Detail – Ability to be thorough when performing work and conscientious about attending to detail.
- Customer Service – Ability to interact with customers in a friendly and professional manner, ability to work to resolve issues quickly and effectively, and is knowledgeable about products and services.
- Deciding and Initiating Action – Takes responsibility for actions, projects and people; makes quick, clear decisions which may include tough choices, after considering risks.
- Decision Making – Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.
- Delivering Results – Ability to set high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.
- Interpersonal Skills – Ability to show understanding, respect, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relate well to different people from varied backgrounds and different situations.
- Learning – Uses efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development.
- Mathematical Reasoning – Solves practical problems by choosing appropriately from a variety of mathematical and statistical techniques.
- Planning and Evaluating – Organizes work, sets priorities, determines resource requirements, determines short or long-term goals and strategies to achieve them, coordinates with other organizations or parts of an organization, monitors progress, and evaluates outcomes.
- Reading – Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.
- Resilience – Deals effectively with pressure; remains optimistic and persistent, even under adversity. Recovers quickly from setbacks.
- Teaching Others – Helps others learn through formal or informal methods; provides resources to help teach others; acts as a mentor.
- Thinking Strategically – Thinks strategically and promotes best practices and leading-edge ideas.
- Writing – Writes in a clear, concise, and organized manner for the intended audience.
- Written Communication – Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

Education Requirement

High School Diploma or equivalent.

Experience Requirement

Two years of water or wastewater utilities experience.

Licensure and Certifications

- Must possess a valid driver's license.
- Must obtain CPR certification within three (3) months of hire.
- Must possess **New Mexico** UOCP Water Supply Level 2 or Wastewater Level 2.

Special Requirements

- Obtain and maintain a City of Santa Fe driving permit within three (3) months of hire.
- Must pass a pre-employment physical exam prior to employment.
- Must be able to comply with a respirator and other PPE requirements.

Physical Requirements

- Work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities.
- Requires the exertion of up to 50 pounds of force.
- Requires speaking or hearing and using hands to finger, handle or feel, requires sitting, standing, walking, stooping, kneeling, crouching, or crawling, reaching with hands and arms and lifting.
- Standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly.
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound.
- Work requires preparing and analyzing written or computer data, using of measuring devices, operating motor vehicles and observing general surroundings and activities.

Working Environment

- May be called out in emergency situations.
- Some utility operations occur 24/7/365 and abnormal shifts such as swing and graveyard shift may be required depending on area of assignment.
- 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 24-hour emergency stand-by duties when required.
- Must have a telephone in the employee's residence or be available by an equally effective means of communication.
- Work occasionally requires exposure to inclement weather.

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Acknowledgment

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Print Employee Name

Date

Employee Signature



Utility Operator Advanced

FLSA Status: *Non-Exempt*
Union Status: *AFSCME*
Salary Range: *111*
Safety Sensitive: *No*

General Definition of Work

Performs skilled, advanced level work in alignment with Level 3 Utility Operator Certification (Water or Wastewater) performing maintenance and operation of the City of Santa Fe's Utility systems. Such as water and wastewater treatment facilities, reservoirs, wells, collection systems, distribution systems and related work as apparent or assigned.

Supervision Received

Works under the general supervision 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 and maintains all treatment facilities and well sites.
- Starts and stops equipment to control and adjust flows.
- Observes system operating conditions.
- Performs process testing.
- Interpret results to determine processing requirements, and reports recommendations to supervisor.
- Monitors gauges, meters, and control panels.
- Record readings and maintains accurate shift log.
- Performs laboratory tests using approved laboratory methods.
- Maintains treatment plant work areas, grounds, tools, and equipment in a safe and orderly condition.
- Performs preventive maintenance on plant equipment and buildings.
- Exercise valves lubricates valves and reports recommendations to supervisor.
- Performs plumbing and pipefitting tasks as required.
- Rebuilds pumps, motors, and plant equipment.
- Performs assigned daily work orders.
- Extracts samples.
- Cleans hoses, buildings, and process areas.
- Loads and unloads trucks with materials and equipment as required.
- Performs excavation of underground utilities to make repairs.
- Performs cutting, threading, pipefitting and utilizing hand tools or special equipment as required.
- Installs and repairs of utility connections and mains.
- Washes vehicles and equipment as necessary.

- Operates of equipment such as rodder truck, vactor truck, utility truck, dump truck, backhoe, loaders, trash pumps, lift station generators, and other miscellaneous equipment such as welders, tampers, jack hammers etc.
- Performs routine sewer line maintenance and opens manholes; digs out manholes to facilitate access to sewer lines.
- Conducts daily pre-inspection checks on assigned vehicle to ensure vehicle is safe to drive and serviceability of equipment. .
- Operates sewer survey camera.
- Responds to sewer stoppages and/or water leaks.
- May be required to place equipment to direct traffic or conduct traffic control.
- Performs other duties as assigned.
- Responsible for performing duties in accordance with established safety procedures and standards.

Knowledge, Skills, and Abilities

- Ability to interpret technical information.
- Ability to keep accurate records; use computer application software; develop and maintain business relationships.
- Ability to work in a collaborative team environment.
- Ability to organize time and work to efficiently and effectively accomplish goals.
- Ability to learn occupational hazards and safety procedures in the water operations and maintenance.
- Ability to observe safety procedures.
- Ability to operate powered and manual equipment, machinery, and tools used in water plant operations and maintenance.
- Attention to Detail – Ability to be thorough when performing work and conscientious about attending to detail.
- Customer Service – Ability to interact with customers in a friendly and professional manner, ability to work to resolve issues quickly and effectively, and is knowledgeable about products and services.
- Deciding and Initiating Action – Takes responsibility for actions, projects and people; makes quick, clear decisions which may include tough choices, after considering risks.
- Decision Making – Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.
- Delivering Results – Ability to set high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.
- Interpersonal Skills – Ability to show understanding, respect, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relate well to different people from varied backgrounds and different situations.
- Learning – Uses efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development.
- Mathematical Reasoning – Solves practical problems by choosing appropriately from a variety of mathematical and statistical techniques.
- Planning and Evaluating – Organizes work, sets priorities, determines resource requirements, determines short or long-term goals and strategies to achieve them, coordinates with other organizations or parts of an organization, monitors progress, and evaluates outcomes.
- Reading – Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.
- Resilience – Deals effectively with pressure; remains optimistic and persistent, even under adversity. Recovers quickly from setbacks.
- Teaching Others – Helps others learn through formal or informal methods; provides resources to help teach others; acts as a mentor.
- Thinking Strategically – Thinks strategically and promotes best practices and leading-edge ideas.
- Writing – Writes in a clear, concise, and organized manner for the intended audience.
- Written Communication – Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

Education Requirement

High School Diploma or equivalent.

Experience Requirement

Three (3) years of water or wastewater utilities experience.

Licensure and Certifications

- Must possess a valid driver's license.
- Must obtain CPR certification within three (3) months of hire.
- Must possess **New Mexico** UOCP Water Supply Level 3 or Wastewater Level 3.

Special Requirements

- Obtain and maintain a City of Santa Fe driving permit within three (3) months of hire.
- Must pass a pre-employment physical exam prior to employment.
- Must be able to comply with a respirator and other PPE requirements.

Physical Requirements

- Work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities.
- Requires the exertion of up to 50 pounds of force.
- Requires speaking or hearing and using hands to finger, handle or feel, requires sitting, standing, walking, stooping, kneeling, crouching, or crawling, reaching with hands and arms and lifting.
- Standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly.
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound.
- Work requires preparing and analyzing written or computer data, using of measuring devices, operating motor vehicles and observing general surroundings and activities.

Working Environment

- May be called out in emergency situations.
- Some utility operations occur 24/7/365 and abnormal shifts such as swing and graveyard shift may be required depending on area of assignment.
- 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 24-hour emergency stand-by duties when required.
- Must have a telephone in the employee's residence or be available by an equally effective means of communication.
- Work occasionally requires exposure to inclement weather.

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://cityofsantafenemployees.munisselfservice.com/employmentopportunities/default.aspx>

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.

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Acknowledgment

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.

I have read and understand the above job description. I verify that I meet the requirements and am able to perform the duties and responsibilities on this job description.

Print Employee Name

Date

Employee Signature



Utility Operator Lead

FLSA Status: *Non-Exempt*
Union Status: *AFSCME*
Salary Range: 114
Safety Sensitive: *No*

General Definition of Work

Performs skilled, lead level work in alignment with Level 4 Utility Operator Certification (Water or Wastewater) performing maintenance and operation of the City of Santa Fe's Utility systems. Such as water and wastewater treatment facilities, reservoirs, wells, collection systems, distribution systems and related work as apparent or assigned.

Supervision Received

Works under the general supervision of an assigned supervisor.

Supervision Exercised

The incumbent functions in a lead capacity for employees working on a regular assigned basis.

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 and maintains all treatment facilities and well sites.
- Starts and stops equipment to control and adjust flows.
- Observes system operating conditions..
- Performs process testing.
- Interpret results to determine processing requirements, and reports recommendations to supervisor.
- Monitors gauges, meters, and control panels.
- Record readings and maintains accurate shift log.
- Performs laboratory tests using approved laboratory methods.
- Maintains treatment plant work areas, grounds, tools, and equipment in a safe and orderly condition.
- Performs preventive maintenance on plant equipment and buildings.
- Exercise valves lubricates valves and reports recommendations to supervisor.
- Performs plumbing and pipefitting tasks as required.
- Rebuilds pumps, motors, and plant equipment.
- Performs assigned daily work orders.
- Extracts samples.
- Cleans hoses, buildings, and process areas.
- Loads and unloads trucks with materials and equipment as required.
- Performs excavation of underground utilities to make repairs.
- Performs cutting, threading, pipefitting and utilizing hand tools or special equipment as required.
- Installs and repairs of utility connections and mains.
- Washes vehicles and equipment as necessary.

- Operates of equipment such as rodder truck, vactor truck, utility truck, dump truck, backhoe, loaders, trash pumps, lift station generators, and other miscellaneous equipment such as welders, tampers, jack hammers etc.
- Performs routine sewer line maintenance and opens manholes; digs out manholes to facilitate access to sewer lines.
- Conducts daily pre-inspection checks on assigned vehicle to ensure vehicle is safe to drive and serviceability of equipment. .
- Operates sewer survey camera.
- Responds to sewer stoppages and/or water leaks.
- May be required to place equipment to direct traffic or conduct traffic control.
- Performs other duties as assigned.
- Responsible for performing duties in accordance with established safety procedures and standards.

Knowledge, Skills, and Abilities

- Ability to interpret technical information.
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- Ability to work in a collaborative team environment.
- Ability to organize time and work to efficiently and effectively accomplish goals.
- Ability to learn occupational hazards and safety procedures in the water operations and maintenance.
- Ability to observe safety procedures.
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Education Requirement

High School Diploma or equivalent.

Experience Requirement

Four (4) years of water or wastewater utilities experience.

Licensure and Certifications

- Must possess a valid driver's license.
- Must obtain CPR certification within three (3) months of hire.
- Must possess **New Mexico** UOCP Water Supply Level 4 or Wastewater Level 4.

Special Requirements

- Obtain and maintain a City of Santa Fe driving permit within three (3) months of hire.
- Must pass a pre-employment physical exam prior to employment.
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Physical Requirements

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Print Employee Name

Date

Employee Signature