



## THE CITY OF SANTA FE

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### Water Operator Entry

FLSA Status: *Non Exempt*

Union Status: *AFSCME*

Salary Range: 3 (\$13.8870 - \$20.8310)

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#### General Definition of Work

Performs semiskilled work performing entry level assistance in the maintenance and operations in the source of supply treatment facility, reservoirs, and wells, and related work as apparent or assigned.

#### Supervision Received

Works under the general direction or general supervision, depending on the level of NMED certification, of an assigned supervisor in a 24/7/365 environment.

#### 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 in operating conditions and meter and gauge readings.
- Assists in performing process testing.
- Interpret results to determine processing requirements, and reports recommendations to operations 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 minor preventive maintenance on plant equipment and buildings.
- Exercise valves lubricates valves and reports recommendations to Maintenance Supervisor.
- Performs 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
- Assists with the compliance of Federal and State drinking water requirements.
- Cleans hoses, buildings, and process areas.

#### Knowledge, Skills, and Abilities

- Knowledge of basic math.
- Skills in recordkeeping, computer business application software, oral and written communication, problem-solving, decision-making, and developing and maintaining business relationships.
- Ability to read, comprehend and 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.
- Ability to understand and follow oral and/or written communications.

### **Education Requirement**

- High school diploma or GED.

### **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

### **Licensure and Certifications**

- Must possess a valid New Mexico Driver's License.

### **Special Requirements**

- Must obtain a City of Santa Fe Driving Permit within three (3) months of hire.
- Must obtain CPR certification 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.
- Maybe 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 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.

### **Physical Requirements**

- This work requires the occasional exertion of up to 50 pounds of force.
- Work frequently speaking or hearing and using hands to finger, handle or feel and occasionally requires standing, walking, sitting, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling, lifting and repetitive motions.
- Work requires close vision, distance vision, ability to adjust focus, depth perception and color perception.
- 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, 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.

### **Working Environment**

- Work occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to outdoor weather conditions, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to the risk of electrical shock, working with explosives, exposure to vibration, wearing a self-contained breathing apparatus and exposure to blood borne pathogens and may be required to wear specialized personal protective equipment.

- Work is generally in a moderately noisy location (e.g. business office, light traffic).

### **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.