



214 South Love Lovington, NM 88260
575.396.2884

WASTEWATER OPERATOR/MAINTENANCE IV

Position Description

Department:	Wastewater
Probationary Period:	6 months
Pay:	\$26-\$28 per hour
Hours/week:	40 hrs. per week
Type of Position:	Full-time

Reports to (title):	Wastewater Superintendent
Supervises:	N/A
Effective Date:	May 10, 2015
Revised Date:	August 22, 2022

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the City of Lovington are expected to conform to the following:

- Uphold all principles of confidentiality and respect of all colleagues to the fullest extent.
- Adhere to all professional and ethical behavior standards inherent to the Public Sector.
- Interact in an honest, trustworthy and dependable manner with all citizens and employees of the City of Lovington.
- Possess cultural awareness and sensitivity.
- Maintain a current, insurable driver's license.

POSITION PURPOSE

The purpose of this position is to operate, monitor, maintain and trouble-shoot the Wastewater Treatment Plant and its processes.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Monitors, maintains and makes crucial decisions affecting the performance of all treatment processes and associated equipment in relation to the wastewater treatment plant and pump stations on assigned shift.
- Ensures that wastewater and biosolids undergo appropriate treatment/stabilization methods according to local, state and federal regulations and to protect public and environmental health.
- Monitors and operates computerized control systems and related equipment within the wastewater treatment plant to regulate liquid waste, sewage treatment and the disposal of sewage and wastes.
- Establishes rates and regulates the flow of sewage through various physical, biological and chemical treatment processes.
- Reviews analytical data and implements biosolids wasting rates, operates the associated thickening equipment (screw

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press, sludge pump, polymer pump) to maintain proper biological treatment capabilities.

- Mixes biosolids for composting.
- Operates and maintains assorted pump stations, wet wells and controls.
- Operates assorted pumps and valves used to control flows and treatment processes based upon analytical results and knowledge of treatment requirements.
- Monitors and occasionally troubleshoots electrical systems and circuits throughout plant.
- Periodically patrols plant to check equipment operating status and the respective treatment processes for proper operation and to maintain facility security.
- Monitors, reads and occasionally calibrates recording instruments used for flow measurement, chemical consumption and disinfection.
- Detects malfunctions and notifies supervision promptly to ensure plant systems and equipment are operating within prescribed limits.
- Utilizes and maintains specialized safety equipment (SCBAs, gas detectors, ventilators, etc.) associated with safely handling of the respective chemicals and compounds.
- Conducts advanced laboratory testing procedures and makes adjustments to facility processes as required.
- Records, maintains and generates statistical data and reports concerning plant operations.
- Assists in training less experienced employees in shift-work responsibilities, treatment processes, equipment operation, safety procedures, laboratory analysis and record keeping requirements.
- Researches information to stay abreast of regulatory changes and equipment upgrades in order to maintain compliance and optimize treatment capabilities.
- Completes work orders issued for equipment maintenance, repairs and calibration.
- Performs security checks throughout plant and on grounds.
- Maintains drawings and schematics of electrical and other systems in the treatment plant, including troubleshooting of systems in event of emergency.
- Performs various housekeeping assignments.
- Performs assorted grounds maintenance including mowing and herbicide spraying.
- Performs installation and repair of plant machinery utilizing assorted light and heavy equipment.
- Assists in transporting biosolids and other wastes to the respective curing or disposal sites.
- Occasionally interacts with customers and local school groups and as a representative of the treatment facility.
- May occasionally be required to perform in a limited supervisor capacity during special projects or as the sole appropriately certified individual during emergencies.
- Performs labor involved in construction and maintenance of distribution and collection systems.
- Works on manhole and sewer line cleaning, pavement cutting, ditch digging, and pipe repair, laying, cutting, fitting, tapping, backfilling and tamping.
- Installs, maintains and flushes sewer lines, repairing or replacing valves, fittings and pumps.
- Maintains and operates sewer lift stations.
- Responds to complaints of sewer blockages; evaluates situation; explains findings to customer and supervisor.
- Ensures proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.

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Maintains and operates high velocity truck and trailer to clear and maintain collection system.

- Operates and maintains dump truck, backhoe, front end loader, skid steer and a variety of power and construction tools.
- Engages in necessary traffic control, setting up work zone safety.
- Conducts on-call duties as assigned performing emergency repairs after normal duty hours, weekends and holidays.
- Checks computer for One Call line spots.
- Other duties as assigned

MINIMUM MANDATORY QUALIFICATIONS

Experience:

- Five (5) years direct work experience

Education:

- High School Diploma or GED

Mandatory Knowledge,
Skills, Abilities and
Other Qualifications:

- Read, write, speak and comprehend the English language.
- Must possess and maintain a NM Wastewater Systems IV, which requires four years of experience in a wastewater utility plus 80 training credits.
- Must possess and maintain Compost Operator Certification.
- Working knowledge of equipment, facilities, materials, methods and procedures used in activated sludge wastewater treatment plant operations, maintenance, construction and repair activities.
- Working knowledge of biosolids conditioning/dewatering processes and the related equipment.
- Working knowledge of wastewater pumping systems, control systems, aeration processes, chemical injection units, monitoring and recording instruments, analytical testing equipment, specialized safety equipment and the proper usage of such.
- Knowledge of advanced wastewater treatment plant processes, sludge conditioning/dewatering objectives.
- Basic knowledge of applicable regulations pertinent to wastewater treatment, biosolids stabilization, effluent reuse, handling of hazardous chemicals and laboratory compliance
- Knowledge of State and Federal regulatory requirements.
- Computer skills for entering sample results into a computer and monitoring the treatment process.
- Ability to perform basic and semi-complicated mathematical calculations.
- Ability to recognize unconventional data and calculation errors.
- Ability to perform basic and semi-advanced laboratory techniques and procedures for analyzing potable water and wastewater samples.
- Ability to interpret analytical results from wastewater testing and comprehend operational parameters.
- Knowledge of additional testing and reporting requirements to be followed in event of facility non-compliance and/or risk to public health or threat to environment.

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- Ability to work under conditions with objectionable odors and potentially hazardous environments.
- Ability to work within trenches and at various heights.
- Ability to provide additional work coverage when deemed necessary.
- Ability to be on 24 hour call as assigned.
- Ability to read and understand basic and advanced processes, piping and electrical schematics.
- Ability to operate and maintain light and heavy equipment.
- Ability to meet ultimate prescribed certification level as per the certification and training policy.
- Ability to work independently and to complete daily activities according to work schedule.
- Ability to make recommendations regarding treatment facility operations based upon accurate data and knowledge of treatment processes.
- Ability to effectively communicate orally, via telephone and in writing.
- Ability to establish and maintain effective working relationships with Wastewater Treatment Plant personnel and the general public.
- Must be able to work odd hours or overtime on occasion
- Must be able to travel, sometimes overnight
- Ability to work standard office equipment
- Possess high level of customer service at all times.

PREFERRED QUALIFICATIONS

- CDL Class B
- Bilingual skills in English and the Spanish language

WORK ENVIRONMENT

Work environment: The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. The majority of the work is conducted outdoors with exposure to all weather conditions and potential traffic danger. There is also a possibility of exposure to chemicals used on the job as well as exposure to objectionable odor. Limited overnight travel may be required from time to time.

Physical demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk and hear. There may be prolonged periods of standing, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision.

Mental demands:

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Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.

REVIEWED BY		TITLE	
APPROVED BY		TITLE	
DATE POSTED		DATE HIRED	

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ACKNOWLEDGMENT

I have reviewed the content of the **WASTEWATER OPERATOR/MAINTENANCE IV** position description and have been provided a copy of the description. I certify that I am able to perform the essential functions of this position as outlined in this description, with or without reasonable accommodation.

Describe any accommodations required to perform these functions:

Employee (printed name)

Employee (signature)

Date