



214 South Love Lovington, NM 88260
575.396.2884

WATER GENERAL MAINTENANCE

Position Description

Department:	Water Treatment Plant
Pay:	\$14/Hour
Hours/week:	40 hrs per week
Type of Position:	Full-time

Reports to (title):	Water Foreman
Effective Date:	June 15, 2022
Revised Date:	

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 carry out essential functions of the Water Department and Water Treatment Facility.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Performs unskilled, manual or semi-skilled labor or operates light equipment, machinery and tools in the maintenance, installation, repair, and operations of water wells, mains, services, and meters.
- Performs preventive maintenance and minor repairs, including routine servicing of vehicles and equipment.
- Performs the labor and or operates the light equipment to repair and fix main/service lines.
- Complies with all relevant rules and regulations at the federal, state, city and department level.
- Must be willing to be on 24-hour call as required by schedule, and called out at other times for emergency as required.
- Must be willing to learn operation of wastewater system computer.
- Prepares records and reports as required.

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- Attends New Mexico Water & Wastewater Association meetings and schools and any other event as required.
- Assist in other areas of departmental needs.
- Other duties as assigned

MINIMUM MANDATORY QUALIFICATIONS

- Education:
- High School Diploma or GED
- Mandatory Knowledge, Skills, Abilities and Other Qualifications:
- Read, write, speak and comprehend the English language.
 - Must have or be able to obtain a Level III or above certification as an operator by N.M.W.W.A..
 - Must have knowledge of the operation of simple tools
 - Must have or be willing to learn basic computer functions
 - Must be able to understand and carry out directives
 - Must be able to work odd hours or overtime on occasion, including nights, weekends and holidays
 - Must be able to travel, sometimes overnight
 - Ability to work in all outdoor environmental conditions
 - Ability to work standard office equipment
 - Possess high level of customer service at all times.

PREFERRED QUALIFICATIONS

- Two (2) years direct work experience.

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. Candidate will work outside in all weather conditions and with potential hazards including exposure to sun, wind, rain, snow, dust, and traffic. 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, reaching/working from overhead structures and scaffolds, reading instructions, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 80 pounds, sometimes upstairs and wear protective personal equipment. Specific vision abilities required by this job include reading, distance, computer, and color vision.

Mental demands: There are a number of deadlines associated with this position. The employee must also multi-task and interact with a wide variety of people on various and, at times, complicated issues.

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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 **WATER GENERAL MAINTENANCE** 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