

City of Santa Fe, New Mexico

P.O. Box 909, 200 Lincoln Ave
(505) 955-6597 Fax (505) 955-6810

www.santafenm.gov



Recruitment Announcement # 2019-045

POSITION TITLE	WWM Field Operator II (4 Positions)	SALARY RANGE:	\$16,792-29,559 (A20)
DEPARTMENT	Public Utilities	FLSA/UNION STATUS:	Non-Exempt/Union
PERIOD TO APPLY:	Open Until Filled	POSITION STATUS:	Classified/Full-Time
SUPERVISOR:	Jerry Tapia	LOCATION:	Wastewater

GENERAL PURPOSE

To perform maintenance on the city's sanitary sewer collection system.

SUPERVISION RECEIVED

Works under the general direction of an assigned supervisor.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS (A position may not include all of the duties listed, nor do the listed examples include all duties, which may be found in a position of this class).

Drives, coordinates, operates and maintains all sewer maintenance equipment; including dump trucks, backhoes, loaders; opens manholes; may perform minor repairs to manholes & rings.

Performs routine sewer line maintenance and repairs; locates manholes and sewer lines and performs blue staking; digs out manholes; enters and cleans manholes to remove debris when necessary, and reports daily operation to supervisor.

Performs mechanical repairs of equipment; may perform welding on equipment; operates sewer survey camera; documents and maintains records and files.

Responds to sewer stoppages and citizen complaints on 24-hour emergency stand-by basis.

May coordinate work of assigned crew and is responsible for completing daily logs for crew.

Responsible for adhering to all Safety policies and/or regulations established by the City in the performance of his/her daily duties.

Routinely observes surroundings for possible security breaches and reports irregularities to supervisor.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE:

High School Diploma or equivalent; **AND**

Two (2) years of experience working with a sewer collection system; **OR**

An equivalent combination of education and experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

Some knowledge of basic arithmetic.

Must be able to read and write.

Ability to learn occupational hazards and safety procedures in the wastewater operations/sewer maintenance field; ability to operate powered and manual equipment machinery and tools used in wastewater plant/collections operations; to establish effective working relationships; to understand and follow oral and/or written instructions; to observe safety precautions.

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CERTIFICATIONS

Must possess a Level II New Mexico State Wastewater Operator's Certificate or Level II Certification in Collection System/Plant Operations or the ability to obtain one by reciprocity from another state within three (3) months of hire.

Must obtain a City of Santa Fe driving permit within three (3) months of hire.

Must possess a valid New Mexico Commercial Driver's License (CDL-B) with air brake and tanker endorsement.

Must be certified in CPR and First Aid or take City sponsored courses toward certification within six (6) months of hire.

SPECIAL QUALIFICATIONS:

Must pass a pre-employment physical exam prior to employment.

Must pass a drug and/or alcohol test prior to employment.

All safety-sensitive employees shall undergo drug and/or alcohol testing in accordance with the city drug/alcohol testing program.

Employee may be 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.

Employees on emergency standby status must be able to be on location at the site of the stoppage within one (1) hour from the time they receive notification.

Must have telephone in the employee's residence or be available by an equally effective means of communication.

WORK ENVIRONMENT:

Work is performed outside and inside, sometimes in inclement weather. Incumbents are exposed to toxic gases and fumes and to infections and diseases; required to lift and/or move 70 pounds; to climb ladders and stairs; to bend, twist, squat, stoop, kneel, and reach. Requires manual dexterity and good hearing and visual acuity. Irregular working hours, night shifts, holiday work, and 24-hours standby are required.

ADA/EEO Compliance

The City of Santa Fe is an Equal Opportunity Employer. In compliance with the Americans 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.

VETERAN'S HIRING INITIATIVE

Pursuant to City of Santa Fe Resolution No. 2013-079, the City of Santa Fe Human Resources Department (HRD) 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 who have an honorable discharge from the military or are members of the National Guard or Reserve who have successfully completed basic training, must use the Veteran 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.

TO APPLY: Resumes will not be accepted in lieu of the city application form. Submit City of Santa Fe Application by one of the following methods: Fill out application at Human Resources Department, City Hall, 200 Lincoln Avenue, Santa Fe, NM; mail application to P.O. Box 909, Santa Fe, New Mexico 87504-0909; or fax application to (505) 955-6810. Applications may be downloaded from our website: www.santafenm.gov; or apply online at www.santafenm.gov. Applications become public record upon receipt and may be made available for public inspection upon request.

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When required of the position, attach a copy of certification(s) or license(s). Copies of high school diploma/GED & college degree must be provided at time of interview. Pre-placement physical exams are required for some positions. *Incomplete applications may delay or exclude consideration of your application.*