Recruitment Announcement # 2020-PU27

POSITION TITLE: Water Operator Entry (1725)  
SALARY RANGE: $13.887-$20.831 (3)  
DEPARTMENT: Public Utilities  
FLSA/UNION STATUS: Nonexempt/Union  
PERIOD TO APPLY: 10/30/2019 – 11/13/2019  
POSITION STATUS: Classified/Full Time  
SUPERVISOR: Aaron Rand  
LOCATION: Water

GENERAL DESCRIPTION

Performs entry level assistance in the maintenance and operations of water treatment facilities and systems.

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

NATURE OF WORK

Essential Functions: The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- 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; assists with the compliance of federal and state drinking water requirements.

- Maintains treatment plant work areas, grounds, tools, and equipment in a safe and orderly condition. Cleans hoses, buildings, and process areas.

- 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.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- High School Diploma or equivalent;
- No experience required; OR
- An equivalent combination of education and experience.

ADDITIONAL REQUIREMENTS

- Must possess a valid driver’s license upon hire and obtain a City of Santa Fe driving permit within three months of hire. (NM driver’s license without restrictions for an ignition interlock device is required to obtain City of Santa Fe driving permit.)
• 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.

KNOWLEDGE, SKILLS, and ABILITIES

Knowledge of basic math.

Requires basic skills in recordkeeping, computer business application software, oral and written communication, problem-solving, decision-making, and developing and maintaining business relationships.

Must be able to read, comprehend and interpret technical information; keep accurate records; use computer application software; develop and maintain business relationships; work in a collaborative team environment; organize time and work to efficiently and effectively accomplish goals; learn occupational hazards and safety procedures in the water operations and maintenance; observe safety procedures; operate powered and manual equipment, machinery, and tools used in water plant operations and maintenance; and to understand and follow oral and/or written communications.

PHYSICAL DEMANDS/WORK ENVIRONMENT

Work is performed inside and outside, sometimes in inclement weather or slippery services and in confined spaces. Requires exposure to loud noises, vibrations, chemicals (including chlorine), toxic gases and fumes, germs, bacteria and allergens, microwaves, sunlight, and oils. May be required to use an oxygen monitor in designated areas. May be subject to cuts, bruises, punctures, burns, broken bones, insect and/or snake bites. Work is strenuous and may require extended periods of walking, standing, lifting up to 50 pounds, carrying, bending, stooping, kneeling, crouching, reaching above the head and shoulders, speaking, hearing and good visual acuity. May be required to enter and work in confined spaces and climb ladders. Work may require irregular work hours, late meetings, travel; and may be called out to address emergency situations.

ADA/EEO 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.

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 applying online at www.santafenm.gov. Applications become public record upon receipt and may be made available for public inspection upon request.

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 the time of interview. Pre-placement physical exams are required for some positions. Incomplete applications may delay or exclude consideration of your application.