



# Village of Taos Ski Valley

## Job Description

<b>Job Title:</b> Operations Superintendent	<b>Job Code:</b> 405
<b>Division:</b> Operations	<b>Effective Date:</b> 04/04
<b>Department:</b> Public Works	<b>Last Revised:</b> 7/2016

### GENERAL PURPOSE

Performs a variety of **technical, supervisory and lead operator** duties related to coordinating, controlling and performing various phases of village-wide public works operations; including, wastewater treatment, potable water treatment, disinfection and supply,. Practices proper safety routines.

### SUPERVISION RECEIVED

Works under the general supervision of the Public Works Director, Village Administrator in the absence of the Public Works Director or Utilities Superintendent May take direction from Utilities Superintendent when circumstances prevail.

### SUPERVISION EXERCISED

Provides general supervision to division employees, i.e, Utilities Superintendent, Public Works Operator(s) IV, III, II, I or PW Apprentice on a project-by-project basis.

### ESSENTIAL FUNCTIONS

**Administration:** Performs various ongoing administrative functions related to planning, organizing and coordinating operations associated with assigned areas of specialization; makes recommendations impacting budget allocations and capital improvement projects; monitors budget status to assure compliance with established fiscal guidelines; prepares various administrative and operational reports and documents required by the village, state and federal agencies.

**Supervision:** Oversees public works operations that relate to water and wastewater treatment in the absence of the Public Works Director; organizes shift personnel and delegates projects and assignments; monitors quality of work in progress and assures timely completion according to targeted or established schedules; assures the completion of various shift records and documents; acts as lead operator in the performance of day-to-day maintenance functions. Assists with performance evaluations and monitors performance of subordinates.

**Wastewater Treatment:** Operates and maintains advanced wastewater tertiary treatment plant; supervises operations, assures compliance with regulatory standards for maintenance of operating license/certification; oversees telemetry and monitoring system, performs calibrating for proper operation of pumps and meters;; operates, maintains and assures efficient operation of sludge dewatering process; prepares and files required state reports; setup and maintains plant computer and software to monitor and record plant operations; creates spreadsheets and databases to analyze plant efficiency and effectiveness.

Performs daily routine, making rounds and reviewing operations including, blowers, oxygen aeration,; pumps, motors, valving and controls to ensure proper operation of WWTP; monitors lift stations; monitors pumps and examines for failures, ensures proper operation of 24 hour auto dialer system; makes pump repairs, purchase parts, i.e., bearings, gaskets, etc. as needed; cleans ultraviolet unit, empties rag screen, cleans wet well; coordinates calls for outside services, such as professional electricians, etc.

**Water Supply & Treatment:** Monitors Water Plant and related production operations; tracks all aspects of the potable water system, water purification and treatment processes and records and documents observations including levels, pressures, chemical applications, etc.; oversees and participates in projects such as well house construction and repair, treatment plant maintenance, pump maintenance and installation.

Performs repairs and maintenance on pump stations, pumps, valves, wells, etc.; using SCADA system and HMI instruments, monitors village water storage levels; insures proper maintenance of telemetry system, electrical, pumping, chlorinating and storage equipment; tests fuses and resisters using OHM meter; replaces fuses and resisters as needed; maintains records of water lines, pumps and valves, storage levels, etc.

Maintains production records; prepares monthly, quarterly and annual reports; reviews monthly water samples and sends the report to the E.P.A. and the NMED; implements changes to achieve the desired results; insures reports are completed accurately and completely.

Performs inspection of Village waterworks including the mains, storage reservoirs, pumps, wells, sources of supply, etc.; assures proper equipment maintenance and assists as necessary; monitors village water well storage levels; assures proper operation of telemetry equipment;; test and replace fuses and resisters as needed. Monitors and performs leak detection analysis for water loss.

Conducts water sampling and delivers to State-certified laboratory for analysis; monitors chlorine levels; tests water using DPD tester to assure proper chlorine residual levels; reads water meters, chlorine pound per day gauge; calculates chlorine dosage and makes proper adjustments.

Responds to emergency calls twenty-four hours a day; determines necessary personnel and materials needed to solve the problem.

**Sampling & Laboratory:** Conducts water and wastewater sampling and delivers to outside State-certified laboratory for analysis; monitors chlorine levels; tests potable water using spectrophotometer to assure proper chlorine residual levels; calculates chlorine dosage and makes proper adjustments; coordinates testing and sampling schedules related to BOD, TSS, fecal coliform, ammonia, phosphorus, PH, etc.; assures proper and accurate recording of plant operations; performs as lead analyst, establishes testing protocols, creates analysis schedules, develops standard operating procedures; assures plant performance in compliance with operating regulations and NPDES permits.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from high school; plus, two (2) years of specialized training related to wastewater/water, environmental science or related field;

AND

B. Eight (8) years of experience in a comprehensive water and wastewater treatment operations;

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

**Considerable knowledge** of legal environment associated with public works projects, construction and maintenance; current methods, principles and practices of sewer, road and street construction and maintenance and the collection and delivery of potable water and clean wastewater; EPA regulations and various environmental quality laws (Safe Drinking Water Act, Clean Water Act, etc.), equipment and materials used in construction and maintenance operations; technical treatment plant equipment and machinery and its operation maintenance and repair; tertiary treatment plant, biological and chemical treatment processes; hazards and precautions associated with plant operations and processes; general and standard laboratory procedures, instruments, measurements, and terminology; considerable knowledge of hazards associated with various chemicals, equipment, organic and inorganic substances; routine chemical tests; plant policies and procedures; ordinances, laws, and regulations governing wastewater treatment and discharge promulgated by various State and Federal agencies; safety practices and principles involved in public works; current codes, standards, safety practices and principles involved in public works; principles of employee supervision. **Some knowledge of** general civil engineering principles and practices desired.

**Considerable skill** in the art of diplomacy and cooperative problem solving; in the operation of various types of equipment including loaders, backhoe, dump truck, air compressors, belt press, centrifuge, jet rodder, and laboratory equipment.

**Ability to** plan, coordinate, direct and supervise personnel; interpret laws, ordinances and regulations common to public works operations; keep operating records and prepare reports; to conduct necessary engineering research and compile comprehensive reports; establish and maintain effective working relationships with employees, other agencies and the public; effectively utilize personal computer, including word-processing, spreadsheet, and database; motor vehicle; phone; radio; fax and copy machine.

3. Special Qualifications:

Must demonstrate considerable knowledge of advanced biological wastewater treatment requiring ammonia and phosphorus removal. Must possess a valid New Mexico Driver's license. Must be a certified Level IV Wastewater Operator. Must be a certified Level IV Water Operator or be able to achieve Level IV Water certification within two years of start date (DOE). Must be Level II Lab certified. A Class B Commercial Driver's License with Hazmat, air brakes and tanker endorsements is desired. Must be reachable 24/7 for emergency response. Must respond to treatment plant emergencies within one hour of notice.

4. Work Environment:

Tasks require variety of physical activities, and generally involve muscular strain, related to walking, standing, stooping, sitting, and reaching. Daily exposure to hazardous conditions such as: working on high ladders and in manholes; daily potential for hazardous exposure to methane, hydrogen sulfide, and chlorine gases; daily potential for hazardous exposure to oxygen deficient atmosphere; daily exposure to seasonal changes and weather extremes; daily potential for hazardous exposure to electrical shock, industrial wastes and raw sewage (containing pathogens such as typhoid, paratyphoid, dysentery, polio, tetanus, etc.); daily exposure to moving parts and equipment such as pumps, motors, heavy equipment, etc.; daily exposure to stressful environmental conditions such as dust, fumes, dampness, cold, heat, and noise. Essential functions require talking, hearing and seeing. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel required in normal course of job performance.

**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_