



# Village of Taos Ski Valley

## Job Description

<b>Job Title:</b>	Public Works Operator III	<b>Job Code:</b>	417
<b>Division:</b>	Operations	<b>Effective Date:</b>	04/04
<b>Department:</b>	Public Works	<b>Last Revised:</b>	01/16

### GENERAL PURPOSE

Performs a variety of **lead worker skilled duties** in the operation of heavy and light equipment in the construction, repair, maintenance, and replacement of various components of the village public works systems, including wastewater treatment plant, wastewater collection, streets and water distribution, practices proper safety routine.

### SUPERVISION RECEIVED

Works under general direction of a Public Works Director, Operations Superintendent or Utilities Superintendent. May take direction from higher level operator

### SUPERVISION EXERCISED

May act as a "First-Line" field supervisor/shift supervisor in the absence of the Public Works Director or higher level operators. Trains, supervises, counsels and disciplines as necessary.

### ESSENTIAL FUNCTIONS

**Treatment Plant:** Checks and assures that all stages of the wastewater treatment processes are maintained in working condition; periodically checks pumps, flow, mechanical, organic and chemical processes and pump stations; monitors plant control panels and operation processes including raw pumps, alarms, clarifiers, filters, chlorine building, raw sludge, sludge digesters and generator ; runs belt filter press; assures proper maintenance and operation of blowers for production of air for mixing

Inspects plant head works such as bar screens, grit chambers and mixers; observes and troubleshoots operations to assure proper processing of influent waste and effluent discharge; checks and cleans ultraviolet disinfection equipment; operates valves and pumps necessary to transfer sludge; monitors valving, pumps, gauges, levels, temperatures, dissolved oxygen and processes; records daily readings on various charts and inputs data on software; maintains scum troughs

Monitors valves, pumps, gauges, and processes in raw sludge pumping building; makes daily readings and records findings; checks sludge lines and pumps for plugging; cleans pumps as needed; sets sludge pump variable frequency drives as needed to meet changing raw sludge conditions; backwashes sand filtration vessels, maintains clean equipment. Organization and completion of Federal and State reporting requirements.

Takes laboratory samples from various stages of treatment process; calibrates gauges, meters and measuring devices; takes samples and tests for various water issues, i.e., BOD, fecal, e.coli, MLSS, solids, TSS, chlorine, pH, ammonia, phosphorus, nitrogen etc. Performs laboratory analysis and procedures for NPDES compliance. Trains lower level operators on proper lab technique and procedures for process control.

Performs general equipment maintenance and cleaning; cleans and maintains sludge pumps, ball valves, removes sticks and other obstructions; removes debris clogging grease troughs, operates high pressure cleaning equipment; operates transport trucks to remove and deliver sludge to village sludge site; deposits sludge in drying areas.

**Wastewater System:** operates a variety of equipment in the construction, operation, repair, maintenance, and replacement of village wastewater collection system and lift stations to control flow and processing of wastewater, sludge, and effluent in order to meet NPDES or other local, state or Federal regulations.

**Streets:** Operates specialized heavy equipment such as single & tandem axle dump trucks, dozers, front-end loaders, grader, backhoe, snow plow and other similar equipment in the construction, maintenance and repair of various street department projects and sites and drainage inverts; transports and deposits various construction materials such as sand, gravel, dirt, etc.; performs hot mix patching, storm drain cleaning, repair and construction, snow and ice control, gravel street maintenance, cold mix patching, debris collection, etc.; performs general maintenance functions performs installation and maintenance of village street signs; constructs and maintains manholes; prepares proper barricading for streets, water and related public works projects; performs traffic control at road construction sites and at road emergencies; picks up trash from along roadways, alley ways and public areas within Village limits; trims trees of limbs and branches obstructing signs and causing hazards.

Performs general equipment maintenance and repair to assure safe and proper operation of equipment; maintains gas and diesel equipment; performs tune-ups, replaces fluids and completes oil change; may perform general welding to repair and fabricate parts.

**Water Distribution:** operates a variety of equipment in the construction, operation, repair, maintenance, and replacement of Village water and storm drainage facilities and systems; performs installation or repair of water service connections, repairs or replaces fire hydrants and plugged water meters; meter cans, meter valves, etc.; repairs water mains and water boxes; thaws frozen lines; connects and disconnects service; searches out shut off valves; repairs water line leaks; assists in placement of pipe and water regulators.

Removes, disassembles, cleans or replaces defective parts of meters, regulators, adjusts PRV's as needed to assure efficient water line service; inspects and/or repairs chlorine machine, meters, wells, pump oil units, chlorine units, etc., at frequent intervals to insure that all aspects of the systems are functioning properly; maintains chlorine building and chlorination equipment; maintains a variety of records relating to inspections, maintenance activity, water supply, consumption, etc.; monitors telemetry equipment to assure proper operations. Assists with organization and completion of State and Federal reporting requirements.

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Operates hand-held meter reader and participates in regular water meter reading projects to determine individual account consumption and preparation of water billings.

**Solid Waste:** maintain and coordinate scheduling of trash and recycling program, keep area clean, run baler and compaction equipment, train lower level operators.

**Parks & Recreation:** Performs parks and recreation projects in support of local Ski Valley operations; participates in the maintenance and grooming of park properties and equipment; assists with the installation and maintenance of playground equipment; installs boardwalks, maintain public restrooms, portable toilets, etc.

Performs related duties as required.

#### MINIMUM QUALIFICATIONS

1. Education and Experience:
  - A. Graduation from high school; and prefer, one (1) year of specialized training provided through industry sponsored workshops, conferences or an approved academic institution;
  - AND
  - B. Six (6) years of progressively responsible experience in a field directly related to above duties;
  - OR
  - C. An equivalent combination of education and experience.
  - D. All employees must provide valid proof of Hepatitis B vaccination or be willing to get Hepatitis series vaccine upon employment.

2. Knowledge, Skills and Abilities:

**Considerable knowledge of** technical wastewater treatment plant equipment and machinery and its operation maintenance and repair; plant processes; hazards and precautions associated with plant operations and processes; plant policies and procedures; ordinances, laws, and regulations governing wastewater treatment and discharge promulgated by various State and Federal agencies; machinery, materials, and methods of constructing roads, drainage systems, culverts, etc.; safety standards related to road construction; hazards common to heavy equipment operation; equipment maintenance and repair; the standard practices, methods, materials and tools necessary for pipe line construction and repair activities; pipe fitting procedures, pipe classifications and type; the occupational hazards and safety precautions of trench work construction and pipeline maintenance work; water supply and distribution systems; construction requirements for water distribution and pumping systems; hazards associated with water treatment chemicals; sewer line chemical cleaning procedures and associated hazards; sewer pipe installation and repair (clay & PVC); cross connection control methods and standards; basic civil engineering; State or Federal regulations governing installation and maintenance of water systems; water quality laws.

**Skill in** the operation of all heavy mechanized equipment as required by the position; i.e., dump truck with snow plow, water truck, dozer, bucket truck, street roller, backhoe, forklift, compressor, saws, tamper, saws, pumps, sanders, generators, common hand and power tools, shovels, mechanic tools, loader, scraper.

**Ability to** tolerate weather extremes in the work place; operate heavy equipment of various kinds under varying conditions; make minor repairs on assigned vehicles, perform heavy physical labor; develop and maintain effective working relationships with co-workers, elected officials, local agencies and the general public; communicate effectively, both verbally and in writing. Skilled in writing Standard Operating Procedures for various daily routines and tasks specific to VTSV. Must know location and purpose of all water storage tanks, valving, piping, manholes, vaults, etc that pertain to VTSV water and sewer distribution lines. Considerable knowledge of all valving and piping specific to operation and control of WWTP.

3. Special Qualifications:

Must demonstrate knowledge of advanced biological wastewater treatment requiring nitrogen, ammonia and phosphorus removal. Must possess a valid New Mexico Driver's license. Must be a certified Lab Technician I. Must be a certified Level III Wastewater Operator. Must be a certified Level II Water Operator. Must be "Confined Space" or "Competent Person" certified. A Class B Commercial Driver's License with Hazmat, air brakes and tanker endorsements is desired. Must be willing to work on-call, 24/7.

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.

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**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: \_\_\_\_\_

Employee