



Village of Taos Ski Valley

Job Description

Job Title: Utilities Superintendent	Job Code: 405
Division: Operations	Effective Date: 04/04
Department: Public Works	Last Revised: 07/16

GENERAL PURPOSE

Performs a variety of **supervisory, technical and lead operator** duties related to coordinating, controlling and performing various phases of village-wide public works operations; including, potable water distribution, wastewater collection, solid waste transfer operations, street and road maintenance, meter reading, storm drain and fleet maintenance.

SUPERVISION RECEIVED

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

SUPERVISION EXERCISED

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

ESSENTIAL FUNCTION

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.

Supervision: Oversees public works operations 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 as needed; assists with performance evaluations, monitors performance of subordinates.

Wastewater Collection: Performs and directs the installation and maintenance of collection lines, sludge lift stations, etc.; operates heavy equipment in the construction of sewer lines; taps lines for customer connections; constructs and maintains system manholes; operates jet rodder and high pressure washing equipment to clean and maintain lines.

Water Distribution: Operates and maintains potable water distribution system; assures proper disinfecting of drinking water to meet established standards; manages day-to-day operation of "radio read" water meter system; performs or directs installation and repair of meters; prepares various reports for state agencies related to water quality and consumption; operates heavy equipment for installation and maintenance of water lines, pressure reduction valves (PRV's), altitude valves; performs live taps in running customer service connections, etc.; directs and conducts sampling as required. Performs leak detection evaluations and determines water loss control, maintenance and repair.

Meter Reading: Supervises and performs meter reading projects utilizing electronic or "radio read" water meter system; performs or supervises installation and repair of meters; prepares various reports for state agencies related to water quality and consumption.

Streets: Supervises and performs the repair and maintenance of village roads; installs culverts and cuts flow channels to manage storm drainage; operates various types of heavy equipment, i.e., front-end loader, backhoe, dump truck, compressor, snow plow, sander, etc.; oversees and performs various projects, including laying gravel, blacktop, paving, and patching.

Fleet Maintenance: Oversees ongoing maintenance of village maintenance equipment, including loader, grader, backhoe, dump trucks, vector trailer, jet rodder, snow blower, sander/spreaders, etc.; develops general maintenance routines and schedules to optimize life and utilization of equipment.

Assists with general maintenance of gas and diesel equipment; maintains equipment hydraulics; may organize preventive maintenance schedules for various equipment.

Transfer Station: Oversees and monitors usage of transfer station; ensures public access; assures compliance with established practices and procedures; may monitor and create records of dumping activity and volume; periodically checks bin content to verify proper dumping practices; prevents dumping of burning material; prevents illegal dumping; monitors waste to identify hazardous waste or other materials excluded from deposit in public landfill; directs public to remove prohibited items such as paint, oil, batteries, tires, insecticide, etc.

Parks & Recreation: Supervises and 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, etc.

Storm Drain Operations: Assists in the planning and participates in the development of storm water management programs and projects within the general policy guidelines of the city; oversees storm water operations and maintenance crew; leads, plans and participates in storm water system cleaning, debris and obstacle cleaning, excavation and repair of storm water lines, connections, manholes, debris basins, and storm water retention basins, dry-wash and their appurtenances; reads maps, blueprints, and instructions in establishing routes and work schedules; performs field inspections; may schedule and conduct inspections to ensure compliance with local, state and federal law; conducts sampling inspections to verify Clean Water Act and MS4 permit compliance.

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. Six (6) years of experience in a comprehensive public works program; experience in the administration and management of materials and personnel necessary for the development and maintenance of public works systems; two (2) years of which must have been in a lead capacity;

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 culinary water and wastewater; EPA regulations and various environmental quality laws (Safe Drinking 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; materials, methods, techniques, and equipment used in construction, maintaining, and repairing of storm drain systems; current standards as prescribed by Storm Water Pollution Prevention Planning (SWPPP) regulations and EPA rules and regulations pertaining to the State permits; storm drain mandates for the Storm Water Management Program.

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, jet rodder, etc.

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 knowledge of advanced biological wastewater treatment requiring ammonia and phosphorous removal. Must possess a valid New Mexico Driver's license. Must be a certified Level III Wastewater Operator. Must be a certified Level III Water Operator or be able to achieve Level IV Water certification within two years of start date (DOE). 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 utilities 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: _____

Employee