

# THE VILLAGE OF RUIDOSO HAS AN OPENING FOR FULL TIME WATER PLANT OPERATOR IV

## Classification Summary

Under general supervision, performs advanced water treatment process operations and water quality checks to provide a supply of safe drinking water for the Village of Ruidoso. Non-exempt FLSA.

## Job Title Summary

The Water Plant Operator is expected to apply a greater degree of technical knowledge to problem solve and situational responses, and emergency situation as related to water treatment. This position treats non-potable water to meet safe drinking standards as required under current regulations.

## Essential Job Functions

- Operates and monitors water treatment plant processes by checking gauges and reports, and adjusts treatment processes to maintain safe drinking water standards. Samples water at various treatment stages.
- Performs tests for various water quality factors such as bacteria, iron, manganese, chlorine, alkalinity, and hardness using a variety of laboratory equipment including spectrophotometers and pH meters.
- Mixes and adds polymers to raw water to remove suspended solids.
- Starts, stops, or transfers loads among pumps. Conducts microbiological contaminant sampling and maintains the analytical requirements.
- Monitors and maintains booster stations, wells, reservoirs, headworks, and pressure reduction valves following prescribed safety measures.
- Assists with operations, maintenance and repair of water distribution system, Sanitary Sewer System, and Wastewater treatment facilities.
- Assists with cleaning and maintaining water treatment plant, laboratory, restrooms, and grounds.
- Keeps up to date daily, weekly, monthly and quarterly records for department, state, and federal reports.
- Attends safety meetings and instructs employees on safety practices and procedures.
- Monitors water treatment plant processes by checking gauges and reports, and adjusts treatment processes to maintain desired quality.
- Monitors and conduct routine O&M of Village Dam structures.
- Samples water at various treatment stages.
- Samples and performs testing for regulatory and Permit requirements.
- Performs tests for various water quality factors such as chlorine, turbidity, bacteria, iron, manganese, chlorine, alkalinity, and hardness using a variety of laboratory equipment including spectrophotometers and pH meters.
- Repairs and maintains gas chlorinators; check chlorine residual throughout the distribution system; change chlorine cylinders as required
- Checks, repairs and performs preventive maintenance on pressure reducing/pressure sustaining valves; manipulates valves to move water from one zone to another or to help low level tank as needed.
- Clean pump houses, plumbing and system equipment
- Trouble shoots problems and initiates corrective action required in the treatment process to production goals.
- Follows water pollution standards set for in the Clean Water Act and the Safe Drinking Water Act.
- Has a clear understanding of Safe Drinking Water Regulations: 40CFR 141 & 142

## Other Responsibilities or Job Requirements

- Sometimes works in adverse weather conditions and confined spaces with inadequate air supplies.
- Shares on-call responsibilities for after-hours problems.
- Responsible for maintenance of assigned vehicle.
- Serves as a rotating emergency stand-by
- Responsible for cleanliness of work areas.
- Completes personal timesheet accurately and timely. Ensures time is reported based on actual time worked.
- Ensures that any on-the job injury is reported immediately and followed up with appropriate forms and actions.
- Ensures any reports of harassment are immediately reported and appropriate actions are taken.
- The above statements are not a complete list of all responsibilities and duties performed by employees in this job. As a condition of employment, employees are required to perform other related duties and special projects as assigned.

## Qualifications

- High School Education or Equivalent required.
- New Mexico Water Level IV certification required.

- Knowledge of American Water Works Association manual, New Mexico Safe Drinking Water manual, and other industry standards, guides, and manuals for water treatment preferred.
- Knowledge of water treatment processes, methods and equipment, including reading gauges and reports, sampling and testing water quality, and adjusting plant processes to achieve desired water quality preferred.
- Knowledge of the principles, methods, materials and tools employed in the repair and maintenance of pumps, motors, generators and related equipment.
- Knowledge of confined space entry.
- Knowledge of plumbing and electrical principles.
- Skill in reading and understanding water/wastewater system maps and blue prints.
- Skill in utilizing water treatment plant equipment and tools including spectrophotometers, pH meters, and ladders.
- Excellent communication and organizational skills.
- Ability to balance a variety of duties, prioritize, and meet deadlines.
- Possess demonstrated ability of personal computer operations within a Windows Microsoft environment, including Word, Excel, and Outlook.
- Ability to make fair and concise decisions.
- Ability to understand complex statutes, regulations, guidelines, and procedures.
- Skill in communicating in person, in writing, and using two way radio.
- Skills in air pack usage.
- Ability to establish and maintain routine working relationships with citizens, contractors, and employees.
- Must be able to pass criminal history checks
- Must be willing to take and pass a drug/alcohol test and comply with agency "Drug Free" Policy.
- Must possess and maintain valid New Mexico motor vehicle operator's permit of appropriate classification and endorsement as required. Must agree to maintain a satisfactory MVR and minimum requirement of insurability as required by law. MVR background checks will be conducted by the Village.

#### **Physical Demands**

- Ability to maintain physical condition and stamina appropriate to the performance of assigned duties and responsibilities which may include sitting, standing, or walking for extended periods of time, driving or riding in vehicles and perform other duties as assigned.
- Occasional pushing, pulling, lifting and/or moving up to 25 pounds.
- Occasional squatting or bending required.
- Exposure to mechanical hazards, chemicals, noise, dust, electrical hazards, and chlorine gas
- Ability to use a self-contained breathing apparatus (SCBA)
- Ability to work in confined spaces

#### **Work Environment**

- Possess ability to adapt to inclement weather conditions and/or situations.
- Ability to drive, occasionally long distances.
- May work a fairly irregular schedule, long hours, weekends, and holidays.
- Ability to perform duties and adapt to flexible work schedules as established by management.
- May be called when needed.
- Noise level could be moderate to loud in work environment.
- Ability to work in stressful environment and deal effectively with stress.

#### **Travel Requirements**

- Normal travel - ability to travel for activities such as meetings, classes, and workshops in and out of the area.
- Overnight travel as required.

**SALARY IS \$20.48 HOURLY + DEPENDING ON ADDITIONAL CERTIFICATIONS. AN OFFICIAL VILLAGE OF RUIDOSO APPLICATION MUST BE SUBMITTED TO THE HUMAN RESOURCE DEPARTMENT OF THE VILLAGE OF RUIDOSO, 313 CREE MEADOWS DR., RUIDOSO, NM 88345. RESUMES WILL BE ACCEPTED BUT ONLY WITH AN APPLICATION. APPLICATIONS WILL BE ACCEPTED UNTIL POSITION IS FILLED. ALL PERSONS OFFERED ANY JOB WITH THE VILLAGE OF RUIDOSO SHALL BE DRUG/ALCOHOL SCREENED. REFUSAL TO SUBMIT TO A DRUG/ALCOHOL SCREEN WILL BE DEEMED AS A WITHDRAWAL OF APPLICATION BY THE APPLICANT.**

FOR DEPARTMENTS USE ONLY:  
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