



City of Santa Fe, New Mexico

P.O. Box 909, 200 Lincoln Ave
(505) 955-6597 Fax (505) 955-6810
www.santafenm.gov



Recruitment Announcement #2008-181

POSITION TITLE: WWM Shift Supervisor
DEPARTMENT: Public Utilities
SALARY RANGE: \$19.61-\$35.27
FLSA/UNION STATUS: COVERED/NOT COVERED
POSITION STATUS: CLASSIFIED FULL TIME
PERIOD TO APPLY: Open Continuous
SUPERVISOR: Luis Orozco
WORK LOCATION: WWM Division

GENERAL PURPOSE

Performs supervisory duties over shift work in the operations of the Wastewater Treatment plant.

SUPERVISION RECEIVED

Works under supervision of Wastewater Assistant Superintendent and/or Wastewater Superintendent.

SUPERVISION EXERCISED

Supervise Wastewater Treatment Plant Operators. Occasionally, supervise plant maintenance staff.

ESSENTIAL FUNCTIONS (A position may not include all of the duties listed, nor do the listed examples include all duties, which may be found in a position of this class).

Manages the operations and maintenance of the City's Wastewater Treatment Plant.

Plans, assigns, supervises and inspects work of shift employees in the operations of the City's wastewater plant. Coordinates and conducts WWM operator training to shift personnel. May assist with training for certification exams.

Ensures compliance with operator field testing procedures. Maintains daily data records, shift logs, and work orders.

Maintains plant process compliance with City, State, and Federal applicable regulations, standards and policies by entering data and reviewing monthly reports for the superintendent.

Operates and troubleshoots plant equipment. Oversees extraction of samples for laboratory tests, and performs tasks as assigned by the Wastewater Superintendent. Reviews and recommends plant operation needs to the Wastewater Plant Superintendent. Observes variations in operating conditions and makes process control decisions.

Oversees housekeeping of the treatment plant work areas and grounds to maintain a safe and clean condition. May assist as the need arises.

Keeps abreast of current safety standards and provides monthly safety meetings.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. High school diploma or equivalent; AND
- B. Possession of a Class IV New Mexico State Wastewater Operator's Certificate **for a minimum of six years** or the ability to obtain one by reciprocity from another state within three (3) months of hire.
- C. Six (6) years experience in wastewater plant operations providing extensive knowledge of the equipment, tools and methods used in inspecting, cleaning, operating and maintaining a wastewater plant;
- OR
- D. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

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Working knowledge and training in basic laboratory techniques and familiarity with biological processes involved in treatment plant operations.

Considerable knowledge of the occupational hazards and safety practices in the Wastewater Operation.

Ability to plan, assign, direct, coordinate and review the work of others; to learn plant layout, piping, valving, flows, major plant instrumentation within the first six (6) months; to effectively utilize various computer software such as Word, Excel, Allmax Operator 10, etc.

Ability to operate powered and manual equipment and tools used; to read, interpret and work from sketches, diagrams, and blueprints; to communicate effectively; to establish effective working relationships with associates and the public.

3. Special Qualifications:

Possession of a Class IV New Mexico State Wastewater Operator's Certificate for a minimum of six years or the ability to obtain one by reciprocity from another state within three (3) months of hire. Must possess a valid New Mexico driver's license and secure a permanent City of Santa Fe driving permit within three (3) months of hire. Must be certified in CPR and First Aid or take City sponsored courses toward certification within three (3) months of hire. Must be computer literate and learn various software programs.

4. Special Requirements:

Employee may be 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 have a telephone in the employee's residence or be available by an equally effective means of communication.

5. Work Environment:

Work is performed outside and inside, sometimes in inclement weather. Incumbents are exposed to toxic gases and fumes and to infections and diseases; required to lift and/or move 100 pounds; to climb ladders and stairs; to bend, twist, squat, stoop kneel, and reach. Requires manual dexterity and good hearing and visual acuity. Irregular working hours, twelve (12) hour day and night shifts, holiday work, and 24-hours stand may be required.

HOW TO APPLY

Submit a completed City of Santa Fe application to the Human Resources Department, City of Santa Fe, 200 Lincoln, or mail to P.O. Box 909, Santa Fe, New Mexico 87504-0909 or **apply online at www.santafenm.gov**. Applications become public record upon receipt and may be made available for public inspection upon request. Resumes will not be accepted in lieu of the city application form.

**A COPY OF YOUR HS/GED OR COLLEGE TRANSCRIPT MUST BE ATTACHED TO EACH APPLICATION.
APPLICATIONS REQUIRING A CDL, A COMPLETED FORM 218, MUST BE ATTACHED TO THE APPLICATION.
PRE-PLACEMENT PHYSICAL EXAMS ARE REQUIRED.**

EEO/AA