

# THE VILLAGE OF RUIDOSO HAS A FULL TIME OPENING FOR CHIEF WATER PLANT OPERATOR

## Classification Summary

Under limited supervision, performs a wide variety of skilled and semi-skilled water treatment plant operations, maintenance functions, and Distribution repairs. Oversees and assists staff in performing a variety of skilled, semi-skilled, and unskilled operation and maintenance of water treatment facilities and distribution components of the Village of Ruidoso Water System. Non-exempt FLSA.

## Job Title Summary

Operates and maintains Water treatment plant process and equipment to meet Drinking Water Standards to meet system demand. The Chief Plant Water Operator oversees employees performing a variety of skilled, semi-skilled, and unskilled water treatment and distribution operations and maintenance for the Village of Ruidoso. This position involves working extended hours, holidays, and weekends to meet work requirements.

## Essential Job Functions

- Assist the Production Manager with the delegation of the maintenance and operation of the Village's two surface water treatment plants, including water quality sampling and testing, and adjusting water treatment processes to produce desired water quality
- Ensures Pump Station MCC's, VFD's, Pump control valves, and flow meters are maintained and functioning properly and calibrated
- Assist the Production Manager with overseeing the maintenance and repair of the water distribution system including checking, servicing, repairing and maintaining pump stations, pressure reduction valves, and water storage tanks
- Oversees O&M and reporting requirements of the Grindstone and Alto Dam structures
- Oversees O&M and reporting requirements of all diversions
- Works closely with Federal and State Regulators from various departments
- Assists and works cooperatively with Public Works Department Staff on projects
- Prepares daily water quality and usage reports for management and state oversight agencies or as assigned
- Responsible for sample collections, ensuring lab work requirements meet permit requirements as per 40CFR136
- Attends safety meetings and assist employees with safety practices and procedures
- Monitors water treatment plant processes by checking monitors and reports, and adjusts treatment processes to maintain desired quality
- 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
- Ensures laboratory equipment is properly maintained and calibrated according to manufacturer specification
- Oversees proper collection of required system sampling to meet regulatory requirements to include but not limited to: Total Coliforms, Chlorine residuals, TTHM's, HAA5's, VOC's, TOC's, CU, UCMR3's, Wet Testing to ensure proper reporting requirements are met
- Mixes and adds polymers to raw water to remove suspended solids
- Monitors and maintains booster stations, wells, reservoirs, headworks, and pressure reduction valves following prescribed safety measures
- Ensures daily process parameters, daily meter readings collection is correct and entered into the computer worksheet
- Responsible for maintaining plant process chemical and chlorine inventory
- Has a good practical knowledge of PLC's, 4-20 ma Signal output calibrations
- Ability to troubleshoot wells, pumps, flow meters, MCC's and necessary equipment as needed
- Oversees the SCADA system to insure proper operation, maintenance, and system upgrades are performed as needed

## Other Responsibilities or Job Requirements

- Responsible for cleanliness of work areas
- Responsible for maintenance of assigned vehicle
- Assists with cleaning and maintaining water treatment plant and laboratory
- Shares on-call responsibilities for after hour's problems
- During temporary absence of Water Production Manager, may serve as acting manager of department
- Recommends to Water Production Manager the hiring, firing, and disciplinary action of employees
- Evaluates subordinates and submits evaluations to Water Production Manager in a timely manner
- Submit weekly operation reports to Water Production Manger
- May make recommendations during the preparation of department budget
- Assists in monitoring the department budget
- Assist Water Project Manager with the department purchasing and follows new purchase order procedure for all water production purchases
- Assists and supports other village departments when needed
- Ensure that employees keep timesheets based on actual hours worked and that employees time sheets are submitted accurately and timely on a bi-weekly basis
- Ensures proper purchasing procedures are followed
- 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
- Ensure compliance with all Village of Ruidoso policies and procedures including but not limited to Procurement, IT, Personnel Manual, Safety Manual etc
- Reports any suspected fraud and/or abuse to the Water Production Manager or to the Public Works Director
- 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 NPDES Permits, application procedures and required monitoring requirements
- Knowledge of NMED Surface reporting requirements
- 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/Knowledge in supervising and performing day-to-day water treatment plant processes, tests, and procedures
- Skill in utilizing water treatment plant equipment and tools including spectrophotometers, pH & chlorine meters, jar testing equipment, and ladder
- Excellent troubleshooting skills
- Excellent communication and organizational skills
- Ability to balance a variety of duties, prioritizes projects and daily activities, and meets all important 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 and in writing
- Ability to supervise and train employees
- Skills in donning and operating a SCBA
- 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 50 pounds.
- Occasional squatting or bending required.

## 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
- Promotes and maintains a positive working environment in the Water Production Department
- 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
- Must be able to travel by air as needed to attend training, conferences, and related activities.
- Overnight travel as required

**SALARY IS \$23.39 HOURLY + ADDITIONAL PAY FOR OTHER APPLICABLE 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 THE 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.**

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