

JOB DESCRIPTION & DUTIES OF SYSTEM OPERATOR
CHAMA WEST WATER USERS ASSOCIATION

The Operator of the Chama West Water Users Association is an Independent Contractor (not an employee) responsible for operating and maintaining the water system. The system currently consists of approximately 30 active connections. Since we have seasonal residents, the number of homes actually served at any given time will depend on the time of year.

Start Date: April 10, 2016.

Contact: Bill Keller, President. PO Box 204, Chama, NM 87520; *billkeller64@yahoo.com*; 575-756-9991

Minimum Requirements

The Operator must hold and produce evidence of a current Certificate from the New Mexico Environment Department Water Quality Control Commission to work as a Utility Operator (SW or higher), and a Certification authorizing him or her to take both microbiological and chemical and radiological samples (WST 2 or WS 2). 20.7.4.12(A), (B) and (C), New Mexico Administrative Code.

The Operator must provide evidence that he or she is bonded or otherwise insured in an amount satisfactory to the Board of Directors, and must maintain that bond or insurance throughout the term of this contract.

General Duties & Responsibilities of System Operator

Generally, the Operator is responsible for:

1. ensuring that there is a continuous supply of safe and clean drinking water to our users that meets all state and federal Clean Water Act standards;
2. meeting all NMED/DWB or EPA sampling requirements in a timely manner;
3. filing all required reports with NMED/DWB or EPA in a timely manner;
4. filing all required reports with the Office of the State Engineer in a timely manner, including the monthly meter reading;
4. providing maintenance & upkeep of the system & its equipment;
5. being present on-site at least 3 times per week to monitor operations;
6. ensuring qualified back-up coverage if he or she is unable to attend to his or her normal duties, including by reason of absence from the area;

7. responding to emergencies;
8. working cooperatively with the Board of Directors to ensure the goal of providing clean and safe drinking water to CWWUA's users.

Specific Duties & Responsibilities of System Operator

Specifically, the Operator is responsible for:

1. chlorinating water to meet Total Coliform standards established by the revised TC standard effective April, 2016;
2. collecting and submitting to the lab for testing all samples required by NMED/DWB or EPA in a timely manner, & complying with chain of custody protocols;
3. preparing and filing mandatory monthly reports with the Office of the State Engineer;
4. responding to emergencies in a timely manner upon notification by CWWUA;
5. changing filters as required;
6. creating & following a preventive maintenance schedule to include:
 - a. pumps, motors, compressors;
 - b. chemical make-up, feed & monitoring equipment calibration;
 - c. storage tank inspection, cleaning, painting & disinfection;
 - d. exercising valve & hydrants;
 - e. flushing of distribution system monthly or more often if necessary;
7. determining the static water level of both wells every six months as required under the Conditions of Approval for CWWUA well permits. (These levels must be reported to OSE by January 10th and July 10th of each year to meet the Conditions of Approval.)
8. maintaining the well houses in a clean & safe condition;
9. responding to on-site water quality calls & concerns;
10. repairing equipment as may be necessary & as within the Operator's level of skill & competence;
11. contacting & coordinating outside contractors as may be necessary for work or repairs, unless that responsibility is assumed by another person;

12. maintaining and preserving all records and reports in his or her possession that relate or pertain to CWWUA;
13. ordering chemicals & supplies;
14. preparing & submitting a written quarterly report on operations to the Board of Directors;
15. presentation of an oral report to CWWUA's members at the annual meeting held in April of each year;
16. assisting in the preparation of the Consumer Confidence Report for submission within the time established by the New Mexico Environment Department (mid-June);
17. assisting in the location of leaks if requested by the Directors;
18. submitting monthly billing for services & expense reimbursement;
19. completing other tasks as agreed upon by CWWUA & the Operator.

Asset Management Plan

CWWUA is in the process of creating an Asset Management Plan under a grant from the New Mexico Finance Authority. An inventory of the systems assets has been prepared. The Operator may be requested to attend meetings and to provide information related to this project. Any such work is considered above and beyond the regular duties and will be subject to billing at the agreed-upon hourly rate.