

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 # 2016-229

POSITION TITLE	WWM Assistant Superintendent	SALARY RANGE:	\$22,664 – 41,381 (M)
DEPARTMENT	Public Utilities	FLSA/UNION STATUS:	Exempt/ Nonunion
PERIOD TO APPLY:	4/19/16 – 6/3/16 (NO LATER THAN 5:00 P.M.)	POSITION STATUS:	Classified/ Full-Time
SUPERVISOR:	Luis Orozco	LOCATION:	WWM/ Compost

GENERAL PURPOSE

To manage and supervise the operations and maintenance activities of the small-scale, off-site water and wastewater plants, to manage and supervise division biosolids reuse and disposal operations; to coordinate assigned activities with other divisions and outside agencies; and to provide highly responsible and complex administrative support to assigned management staff

SUPERVISION RECEIVED

Works under the general direction of WWM Plant Superintendent.

SUPERVISION EXERCISED

Exercises direct supervision over supervisory, mechanical, technical, and operating 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).

- Assume management responsibility for the operations and maintenance activities of small-scale, off site water and wastewater plants and municipal biosolids management operations.
- Participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures.
- Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
- Plan, direct, coordinate and review the work plan for assigned maintenance and operations staff; assign work activities, projects and programs; review and evaluate products, methods and procedures; meet with staff to identify and resolve problems.
- Troubleshoot water and wastewater facility design, operations and maintenance problems; identify mechanical, electrical and instrumentation problems; develop and recommend design modifications.
- Assist engineering staff and outside consulting personnel on the design and construction support of plant expansion projects.
- Prepare specifications for performance of specialized preventive maintenance and overhaul work by outside contractors.
- Oversee the work of equipment operators to ensure the proper maintenance of sludge spreading vehicles, front end loaders, dump trucks and specialized composting equipment.
- Monitor operational efficiency of plant equipment and facilities; check for mechanical or electrical malfunctions; schedule and/or perform needed maintenance on plant facilities.
- Participate in the planning, construction and modification of plant and lift stations; review designs and inspect facilities for safety and operational efficiency.
- Select, train, motivate and evaluate maintenance and operations personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Participate in the development and administration of the assigned budget; participate in the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of public works maintenance.

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MINIMUM QUALIFICATIONS

- A. Bachelor's degree from an accredited college or university with major course work in environmental management, safety / health management or a related field:
- B. Five (5) years experience in water, wastewater or biosolids management operations and maintenance to include Five (5) years of direct supervisory experience in a management and/or administrative capacity.
- C. Relevant education/experience may substitute for non-supervisory experience on a year for year basis.

CERTIFICATIONS (Licenses, etc.)

- Possession of a valid New Mexico Drivers License.
- Possession of, or ability to obtain, a City of Santa Fe driving permit within six (6) months of date of hire.
- Possession of a valid State of New Mexico Level IV Water or Wastewater Operator's Certificate.
- Possession of a valid New Mexico Compost Facility Manager's License within one (1) year from date of hire.

Knowledge, Skills, and Abilities:

Knowledge of operational characteristics, services and activities of a wastewater treatment plant; methods and techniques of water distribution and wastewater collection systems maintenance and repair; methods and techniques for bio-solids reuse and disposal; operational characteristics of applicable heavy equipment; principles and practices of engineering; principles and practices of mechanical and electrical maintenance as related to wastewater treatment facilities; occupational hazards and standard safety practices; principles and practices of municipal budget preparation and administration; principles of supervision, training and performance evaluation; and applicable Federal, State and local laws, codes and regulations.

Skill and Ability to oversee and participate in water or Wastewater treatment plant operations and bio-solids management operations; oversee, direct and coordinate the work of lower level staff; select, supervise, train and evaluate staff; monitor the operational efficiency of plant facilities and schedule needed maintenance; oversee the work of equipment operators; perform work load scheduling for water system field and plant operations; participate in the development and administration of division goals, objectives and procedures; prepare and administer large and complex budgets; prepare clear and concise administrative financial reports; analyze problems, identify alternative solution, project consequences of proposed actions and implement recommendations in support of goals; interpret and apply Federal, State and local policies, laws and regulations; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those in contact with in the course of work

Maintain mental capacity, which allows the capability of making sound decision and demonstrating intellectual

Capabilities; maintain physical condition appropriate to the performance of assigned duties and responsibilities; maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties

Work Environment:

Environmental

Office environment; water or wastewater plant and field environment; work around heavy equipment; exposure to noise, dust, grease, smoke, fumes, gases; work in or with water.

Physical

Essential and marginal functions may require maintaining physical condition necessary for heavy, moderate or light lifting; sitting, standing or walking for prolonged periods; and operating motorized vehicles.

ADA/EEO Compliance

The City of Santa Fe is an Equal Opportunity Employer. In compliance with the American's with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

VETERAN'S HIRING INITIATIVE

Pursuant to City of Santa Fe Resolution No. 2013-079, the City of Santa Fe Human Resources Department (HRD) has implemented a Veterans' Hiring Initiative policy in order to provide opportunities for veterans who meet or exceed the minimum qualifications for city employment to obtain City employment. The Governing Body does not guarantee that a veteran shall be hired for the position being applied for, only that the veteran will be given an interview; and, it does not intend to supersede or modify any collective bargaining agreement that is currently in place with the City of Santa Fe.

Job applicants who are veterans who have an honorable discharge from the military or are members of the National Guard or Reserve who have successfully completed basic training, must use the Veteran Certification Form to identify themselves and then must attach a copy of their DD214 or DD215 and/or their proof of current Active, Guard or Reserve enlistment in order to certify their status.

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TO APPLY: Resumes will not be accepted in lieu of the city application form. Submit City of Santa Fe Application by one of the following methods: Fill out application at Human Resources Department, City Hall, 200 Lincoln Avenue, Santa Fe, NM; mail application to P.O. Box 909, Santa Fe, New Mexico 87504-0909; or fax application to (505) 955-6810. Applications may be downloaded from our website: www.santafenm.gov; or apply online at www.santafenm.gov. Applications become public record upon receipt and may be made available for public inspection upon request.

When required of the position, attach a copy of certification(s) or license(s). Copies of high school diploma/GED & college degree must be provided at time of interview. Pre-placement physical exams are required for some positions. ***Incomplete applications may delay or exclude consideration of your application.***