

THE VILLAGE OF RUIDOSO
HAS TWO OPENINGS FOR A FULL TIME
WASTE WATER TREATMENT PLANT OPERATOR/LAB TECH

Classification Summary

Under limited supervision, performs a wide variety of skilled, semi-skilled, and unskilled Wastewater Treatment Plant operation functions and oversees employees performing a variety of skilled, semi-skilled, and unskilled wastewater treatment plant operations and maintenance for the Village of Ruidoso. Non-exempt FLSA.

Job Title Summary

The Wastewater Treatment Operator/Lab Technician maintains and operates plant equipment and processes related to wastewater and advance wastewater treatment systems. This position involves working extended hours, holidays, and weekends to meet work requirements.

Essential Job Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Oversees the maintenance and operation of the Village's 2.6 million gallon-per-day secondary process (activated sludge) wastewater treatment plant, including effluent quality sampling and testing, and adjusting wastewater treatment processes to produce desired effluent quality.
- Coordinates and oversees the maintenance and repair of the wastewater treatment plant including headworks, primary clarifier, activated sludge process, digesters, aeration basins, membrane filters, ultraviolet disinfection, gravity belt thicker, and sludge press. Ensures equipment is safe for repair or maintenance; assists with repairs or maintenance as appropriate.
- Monitors wastewater treatment plant processes by checking gauges and reports, and adjusts treatment processes to maintain desired quality.
- Samples sewage and effluent at various treatment stages.
- Performs microscopic and chemical tests for various water quality factors such as bacteria, biological oxygen demand, fecal coli form, chlorine, pH, and suspended solids.
- Follows discharge permit guidelines to determine types and frequency of required testing and analysis.
- Performs and oversees scheduled checks on equipment and processes.
- Inspects plant processes; adjusts processes as necessary based on laboratory results or instrument readings; ensures disinfection and effluent requirements meet or exceed NPDES requirements.
- Prepares operations reports; enters data from reports on operations; reviews laboratory reports.
- Reports safety deficiencies; ensures corrections are made.
- Attends safety meetings and instructs employees on safety practices and procedures.
- Prepares daily, weekly, and monthly effluent testing and quality records for management and state oversight agencies.
- Develops, reviews, and updates the Fats, Oils and Grease (FOG) program, including inspection of existing grease interceptors and traps, to minimize the effects of grease buildup in sewer lines.

Other Responsibilities or Job Requirements

- Responsible for completing personal timesheets based on actual hours worked and submitting accurate and timely timesheets on a bi-weekly basis.
- Assists with report preparation for New Mexico Environmental Department, federal Environmental Protection Agency, and Village management.
- Assists with cleaning and maintaining wastewater treatment plant and laboratory.
- May handle department purchasing projects or procedures.
- Responsible for maintenance of assigned vehicle.
- Shares on-call responsibilities for after hour's problems.
- 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 to WWTP Manager.
- Responsible for complying 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 WWTP Manager or Public Works Director or Deputy Village Manager or Village Manager
- 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.
- Assists in enforcing the FOG (fats, oil, and grease) program.

Qualifications

- High School Education or equivalent required
- Associates in Water and Wastewater field preferred.
- New Mexico Wastewater Level IV certification preferred; will accept NM Wastewater Level III, but must obtain a NM Wastewater Level IV certification within 9 months from date of hire.
- New Mexico Lab Tech level 3 certification preferred.
- Five years experience in wastewater treatment plant preferred.
- Excellent communication and organizational skills.
- Knowledge of the Ruidoso Municipal Code pertaining to wastewater.
- Knowledge of state and federal wastewater treatment and water quality regulations.
- Knowledge of the Village of Ruidoso's contract with the City of Ruidoso Downs to provide wastewater treatment services.
- Knowledge of Wastewater Treatment Department policies and procedures.
- Knowledge of Village of Ruidoso purchasing and personnel rules and regulations.
- Knowledge of safety policies and practices for wastewater treatment plant operations.
- Knowledge of the wastewater treatment principles and practices, including wastewater treatment plant operation and maintenance, water quality sampling and testing methods, and industrial pretreatment requirements.
- Knowledge of operations and maintenance of wastewater treatment equipment; characteristics and safety requirements of various treatment chemicals; sampling techniques and analysis.
- Ability to perform wastewater analysis; read and interpret instrumentation
- Ability to make sound judgment calls and decisions during malfunctions or other emergencies
- Ability to maintain accurate records
- Ability to maintain constant alertness and concentration
- Ability to perform the day-to-day operations of a wastewater treatment plant.
- Ability to perform technical chemical sampling and analysis for a wastewater plant.
- Ability to stay within compliance of the Village of Ruidoso's NPDES permit
- Ability to understand and interpret complex statutes, ordinances, regulations, standards, and guidelines.
- Ability to communicate in person and in writing.
- Ability to balance a variety of duties, prioritize, and meet deadlines.
- Ability to make fair and concise decisions.
- Ability to understand complex statutes, regulations, guidelines, and procedures.
- Skill in establishing and maintaining effective working relationships with citizens, contractors, outside agencies, businesses, and employees.
- Skill in processing testing equipment

- Skill in performing basic mathematical calculations
- 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.
- Moderate physical activity
- Occasional pushing, pulling, lifting and/or moving up to 50 pounds.
- Occasional crawling, bending, climbing, kneeling, squatting, and working in confined spaces.

Work Environment

- Position functions primarily in a plant environment; outdoor work involves exposure to all weather conditions; exposure to chemicals, fumes, odors, gases, raw wastewater, sludge and mechanical/electrical equipment hazards; protective clothing includes a safety harness, SCBA, face shields, eye protector, hard hats, safety shoes, hearing protection and gloves.
- 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

- Limited 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 \$21.61 – 26.47 HOURLY DEPENDING ON CERTIFICATIONS AND EXPERIENCE. 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. RÉSUMÉS WILL BE ACCEPTED BUT ONLY WITH AN APPLICATION. APPLICATIONS WILL BE ACCEPTED UNTIL 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:
DEPARTMENTS PLEASE FILL OUT THIS SECTION!

DATE & TIME POSTED: 11/08/2016 9:00AM BW (Initial) DATE & TIME REMOVED: UNTIL FILLED _____ (Initial)

