Buckman Direct Diversion Project

A joint project of the City of Santa Fe and Santa Fe County to build a reliable and sustainable water supply for the Santa Fe region.

DATE: September 4, 2012

TO: Buckman Direct Diversion Board

FROM: Brian K. Snyder,
City of Santa Fe Public Utilities Department and Water Division Director BKS

RE: BDD Facility Manager

Item and Issue

Resignation of BDD Facility Manager (Robert Mulvey), interim plan for filling the position and long term plan for filling the position.

Background

The City of Santa Fe received Robert Mulvey's resignation from the BDD Manager position on July 31, 2012 and effective August 10, 2012. In accordance with the Project Management and Fiscal Services Agreement (PMFSA), the City of Santa Fe initiated an interim and long term plan for filling this position. Effective August 10, 2012, the BDD Regulatory Compliance Officer, Erika Schwender, began a dual role of Interim BDD Facility Manager and BDD Regulatory Compliance Officer. Erika has been a key part of the BDD management team for the last two (2) years and has the knowledge, skill sets and experience to fulfill the essential functions of the BDD Facility Manager position. Erika does not currently have her Water Operator IV Certification as required to fill the position on a permanent basis and in the interim the Chief Operator's level IV certification and the Charge Operator's level IV certification will be used to meet this essential function. The BDD Facility always has at least one Level IV certified operator on site at all times (see attached organization chart)

The BDD Facility Manager was advertised by the City of Santa Fe on August 20, 2012 and the position closes on September 28, 2012 (see attached copy of the BDD Facility Manager position advertisement). The position has been advertised locally and nationally. Once the position closes, candidates will be screened by City of Santa Fe Human Resources Department to determine if the candidates meet the position requirements. Those that meet the position requirements will be scheduled to take the NM Department of Workforce Solutions Work Keys skills assessment. The candidates that meet the HR screening and the Work Keys skills assessment will be considered eligible for an interview. It is anticipated that BDD Facility Manager interviews will be scheduled for mid to late October 2012.

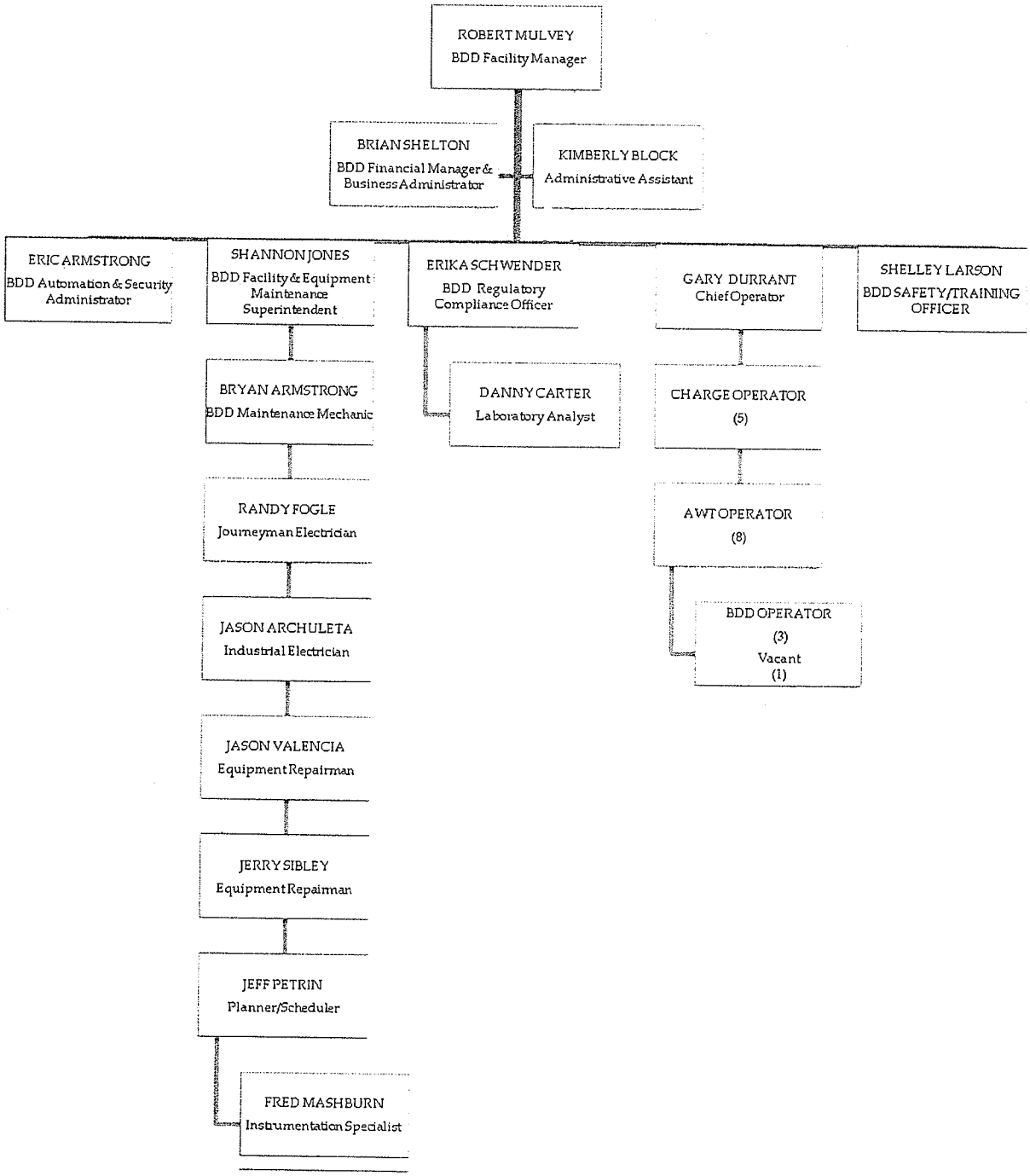

Figure4: BDD Organizational Chart

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 # 2012-031

POSITION TITLE:	**BDD Facilities Manager**	**SALARY RANGE:**	**$27.42-48.68**
DEPARTMENT:	**Public Utilities**	**FLSA/UNION STATUS:**	**NOT COVERED/NONUNION**
PERIOD TO APPLY:	**8/20/12-9/28/12 (NO LATER THAN 5:00 P.M.)**	**POSITION STATUS:**	**CLASSIFIED/FULL-TIME**
SUPERVISOR:	**Brian Snyder**	**LOCATION:**	**Buckman Direct Diversion Plant**

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GENERAL DESCRIPTION

This position provides professional expertise and leadership to manage the state-of-the-art Buckman Direct Diversion (BDD) facilities, co-owned by the City of Santa Fe and Santa Fe County; and is responsible for the production of drinking water that is compliant with applicable local, state and federal regulations, meets the demands of the City of Santa Fe and Santa Fe County, and optimizes facility operations.

Must pass the applicable BDD certification in all key areas of competency within one year of hire for continued employment with the BDD.

SUPERVISION RECEIVED

Works under the administrative direction of the Water Division Director and operates within the governance of the BDD Board.

SUPERVISION EXERCISED

Manages the BDD staff who have direct responsibility for facility operations, maintenance, process automation and security, water quality and reporting, fiscal administration, and staff safety and training in a 24/7/365 environment.

NATURE OF WORK

Essential Functions: *The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.*

- Provides leadership to the BDD organization by keeping the vision and values of the organization at the forefront of decision-making and action; and to shape priorities. Helps others understand the organization's vision and values and their importance. Translates the BDD vision and values into day-to-day activities and behaviors; and guides and motivates others to take action that supports the vision and values of the organization.
- Plans, organizes, directs and manages all functions and activities for the BDD facilities including the stewardship required to realize the planned lifetime of the facilities and compliance with all permits, the Project Management and Fiscal Services Agreement between the BDD Board and the City of Santa Fe, the Facilities Operations and Procedures Agreement between the City of Santa Fe, Santa Fe County, and Las Campanas, and the Joint Powers Agreement between the City of Santa Fe and Santa Fe County.
- Reviews, analyzes and oversees the operation of the BDD facilities and asset management.
- Assures compliance with contracts; environmental laws; Office of the State Engineer and Interstate Stream Commission requirements; and all applicable local, state and federal laws and regulations, including the Safe Drinking Water Act (SDWA).
- Works with the BDD Financial Manager and Business Administrator to properly allocate O & M costs to each of the regional BDD partners.
- Oversees the preparation and approval of the annual O&M budget pursuant to BDD project intergovernmental agreements.
- Provides policy guidance and program evaluation to the BDD Board and management staff.
- Coordinates with the local, state and federal agencies and authorities on regulatory matters related to operation of the facility. Develops and maintains cooperative working relationships with other governmental and regulatory agencies and various public and private groups.
- Assesses and coordinates training of BDD personnel.
- Evaluates the need for, and recommends additional equipment, resources and staffing for efficient and effective facility operation.

MINIMUM QUALIFICATIONS

Education and Experience

1. Graduation from an accredited college or university with a Bachelor's Degree in water/wastewater technology, engineering, chemistry, management or related field. Master's of Science in civil, environmental or water resources engineering or related field of engineering is desirable. Professional Engineer preferred; **and**

2. Eight years of experience in water operations, four of which must include management of the operation and maintenance of a water facility and direct supervision of staff of a water or wastewater treatment facility. Advanced unit process management of a highly automated surface water treatment facility is preferred. A Master of Science in civil, environmental or water resources engineering or related field of engineering may substitute for two years of experience.

Additional Requirements

Must possess a Level IV New Mexico State Water Systems Certification or be able to obtain the certification within six months of hire.

Must possess a valid driver's license upon hire and obtain a City of Santa Fe driving permit within 30 days of hire. ***(NM driver's license without restrictions for an ignition interlock device is required to obtain City of Santa Fe driving permit.)***

Must pass the applicable BDD certification in all key areas of competency within one year of hire for continued employment with the BDD.

Must have a telephone or an equivalent means of communication.

May be required to respond to call out in the event of emergency.

Knowledge, Skills, and Abilities

Extensive knowledge of advanced water treatment unit process theory and operation; practices and principles of management and supervision; advanced surface water plant operations and maintenance; applicable laws and regulations governing management of human resources; safe drinking water, including applicable federal, state and local regulations related thereto; occupational hazards and safety practices in the utility operations/maintenance field; and of budgets and financial operations. Knowledge of computer hardware and software used in the control, operation and maintenance of a water treatment facility.

Skill in leadership and management, including human resources management; developing and communicating business recommendations; written and verbal communication; and the analysis of water-related issues and in developing and implementing appropriate actions or programs around these issues.

Ability to work independently; plan, assign, direct, coordinate and review the work of others; to lead, motivate and develop subordinate staff; to develop and maintain effective relationships with elected officials, other managers, staff and the public; and gather and analyze data, draw conclusions, and make and implement recommendations; and effectively use standard and specialized computer software applications.

PHYSICAL DEMANDS/WORK ENVIRONMENT

Work is performed inside and outside, sometimes in inclement weather or slippery surfaces and in confined spaces. Often requires exposure to loud noises, vibrations, chemicals, toxic gases and fumes, germs, bacteria and allergens. May be required to use an oxygen monitor in designated areas. May be subject to cuts, bruises, punctures, burns, broken bones, insect and/or snake bites. Work is strenuous and may require extended periods of walking, standing, lifting up to 25 pounds, carrying, bending, stooping, kneeling, crouching, reaching above the head and shoulders, speaking, hearing and good visual acuity. May be required to enter and work in confined spaces and climb ladders. Work may require irregular work hours, late meetings, travel; and may be called out to address emergency situations.

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.

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.***