

# City of Santa Fe, New Mexico

P.O. Box 909, 200 Lincoln Ave  
(505) 955-6597 Fax (505) 955-6810

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## Recruitment Announcement # 2018- 340

<b>POSITION TITLE</b>	<b>BDD Charge Operator (2114)</b>	<b>SALARY RANGE:</b>	<b>\$22,185-38,490 (A23)</b>
<b>DEPARTMENT</b>	<b>Public Utilities</b>	<b>FLSA/UNION STATUS:</b>	<b>Nonexempt/Union</b>
<b>PERIOD TO APPLY:</b>	<b>5/1/2018-5/14/2018</b>	<b>POSITION STATUS:</b>	<b>Classified/Full-Time</b>
<b>SUPERVISOR:</b>	<b>Michael Dozier</b>	<b>LOCATION:</b>	<b>BDD</b>

### GENERAL DESCRIPTION

The BDD Charge Operator performs and assists in overseeing operation and maintenance tasks throughout all Buckman Direct Diversion (BDD) facilities. Incumbents of this position focus on the advanced and conventional water treatment operations and may be required to perform repetitive duties and other job assignments required for regulatory compliance and operational efficiency.

**MUST PASS** applicable BDD certification in all key areas of competency, including BDD lead worker training, within one year of hire for continued employment with the BDD.

### SUPERVISION RECEIVED

Work is performed under the general supervision of the BDD Chief Operator in a 24/7/365 environment.

### SUPERVISION EXERCISED

The incumbent functions in a **lead** capacity for employees working on a regular assigned basis 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.

Leads and directs shift operations for all BDD facilities, including raw and finished water pumping and conveyance systems; chemical feed systems, pre-treatment, conventional and advanced treatment processes, wastewater and treatment process residuals management facilities. Distributes and reviews work performed by assigned employee(s) on a daily basis.

Coordinates required staffing needs for shift operations; schedules or approves daily work; provides general input on employee performance to BDD Chief Operator; and refers and provides information to BDD Chief Operator regarding issues or concerns which may result in a disciplinary action on assigned employee(s).

Controls the effective execution of routine and emergency operating procedures for the BDD facilities and equipment to achieve continuous, safe water supply to the existing distribution system. Monitors and reports current quantities of water treatment chemicals and other consumables on hand for ongoing water production.

Coordinates and implements processes for water production, water quality and water calls with the Canyon Road Water Treatment Facility.

Inspects facility operations, confers with and advises plant operators on problems encountered in the operation of the facility. Must report facility operation and maintenance needs and all violations of BDD policies and standards to the Chief Operator.

Controls, monitors and directs process operations by means of the Supervisory Control and Data Acquisition (SCADA) system and/or control panels and meters; records readings; and makes accurate shift log entries. Assists in periodic facility security and safety inspections.

Monitors and reports all operational, staff and/or contractor activities occurring during assigned shift; starts, stops and adjusts equipment to control processes and adjust flows; performs process testing; interprets equipment readings and laboratory data and reports findings and recommendations to the in-coming Charge Operator or the Chief Operator, as appropriate; and assists in ensuring compliance with regulatory and BDD facility procedures.

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Analyzes equipment performance, anticipated water demand and water quality data and adjusts process operations to ensure that the BDD facilities comply with applicable drinking water regulations and is responsible for regulatory reporting. Ensures accurate entry of data into, and routinely backs up, the Operations database.

Assists in the development and revision of Standard Operating Procedures and Standard Operating Job Procedures for use by Operations staff in the execution of work at the facility.

Delivers training and mentors BDD staff.

Collects samples; performs laboratory tests and records results using approved laboratory methods; assists in complying with federal and state drinking water regulations.

Performs and documents minor preventive maintenance work orders on plant equipment and buildings; exercises and lubricates equipment, and reports maintenance recommendations to the supervisor in charge. May assist maintenance staff as necessary.

Tests and adjusts process equipment to optimize performance and comply with regulatory requirements.

Coordinates and assists with housekeeping duties on BDD Facility work areas, including administration building, process basins, pump stations, grounds, equipment, etc.

Will work and/or collaborate with other BDD and/or City staff on assignments as necessary to achieve the goals and objectives of the organization.

Interprets technical and operational manuals, blueprints, jar studies and provides training to the operations staff.

## **MINIMUM QUALIFICATIONS**

### **EDUCATION AND EXPERIENCE**

High school diploma or equivalent; **AND**

NMED Water System Operator Level IV Certification.

### **ADDITIONAL REQUIREMENTS**

Must possess a valid driver's license upon hire and obtain a City of Santa Fe driving permit within three months 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 WorkKeys™ skill assessment as a prerequisite for consideration for interview.

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

Must be able to comply with respirator and other PPE requirements.

May be called out in emergency situations.

When contacted, the employee is expected to report to work unless there are special non-recurring circumstances, regardless of the location of the employee's residence.

Must be available for 24-hour emergency stand-by duties when required.

Must have telephone in the employee's residence or be available by an equally effective means of communication.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

**Extensive knowledge** of advanced water treatment unit process theory and operation; advanced surface water plant operations including the management of treatment process residuals; applicable laws and regulations governing management of safe drinking water, including applicable federal, state and local regulations related thereto; electrical control devices and similar equipment; complex water testing procedures and standards; water pumping and

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transmission; safety practices and safety program development and control. Knowledge of energy management; basic budget development and control; mathematics; English grammar, spelling and punctuation; and computer hardware and software used in the control, operation and maintenance of a water treatment facility. Knowledge of basic math, water testing procedures, water treatment methods and water quality regulations.

**Skill in** interacting with staff, management, regulatory agency personnel and the public; the application of lead worker principles and practices; applying operational concepts associated with surface water treatment and advanced water treatment; interpreting technical and operational manuals, blueprints, jar studies; effective oral and written communications; and developing and presenting technical training.

Ability to exercise considerable independent judgment and initiative in carrying out assignments; work independently; direct daily shift assignments, activities and problem solving; oversee and observe the work of staff; gather and analyze data, draw conclusions, and make and implement recommendations; identify operational problems and determine the appropriate course of action; read and understand construction plans and specifications; estimate equipment, material and labor needs; assist in budget preparation; prepare written correspondence and reports; maintain records; establish and maintain effective working relationships with others; and effectively use standard and specialized computer software applications.

Requires basic skills in recordkeeping, computer business application software, oral and written communication, problem-solving, decision-making, and developing and maintaining business relationships.

**Ability to** read, comprehend and interpret technical information; keep accurate records; use computer application software; develop and maintain business relationships; work in a collaborative team environment; organize time and work to efficiently and effectively accomplish goals; to learn occupational hazards and safety procedures in the water operations and maintenance; to observe safety procedures; to operate powered and manual equipment, machinery, and tools used in water plant operations and maintenance; and to understand and follow oral and/or written communications.

## **PHYSICAL DEMANDS/WORK ENVIRONMENT**

Work is performed inside and outside, sometimes in inclement weather or slippery services and in confined spaces. Requires exposure to loud noises, vibrations, chemicals (including chlorine), toxic gases and fumes, germs, bacteria and allergens, microwaves, sunlight and oils. 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 50 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.

## **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.**

**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](http://www.santafenm.gov); or apply online at [www.santafenm.gov](http://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.**