

# City of Santa Fe, New Mexico

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

[www.santafenm.gov](http://www.santafenm.gov)



## Recruitment Announcement # 2019-PU2

<b>POSITION TITLE</b>	<b>BDD Advanced Water Treatment Operator (2116)</b>	<b>SALARY RANGE:</b>	<b>\$20.214 – 35.225 (A22)</b>
<b>DEPARTMENT</b>	<b>Public Utilities</b>	<b>FLSA/UNION STATUS:</b>	<b>Covered/ Union</b>
<b>PERIOD TO APPLY:</b>	<b>11/28/2018-12/12/2018 (NO LATER THAN 5:00 P.M.)</b>	<b>POSITION STATUS:</b>	<b>Classified/ Full-Time</b>
<b>SUPERVISOR:</b>	<b>Michael Dozier</b>	<b>LOCATION:</b>	<b>Water/ BDD</b>

### GENERAL DESCRIPTION

The BDD Advanced Water Treatment (AWT) Operator performs 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.

This job description covers NMED Level III and IV Certified Water Systems Operators at the BDD. NMED Level III and IV certified operators entering this job must obtain the applicable BDD certification in all key areas of competency within one (1) year of hire for continued employment with the BDD.

### SUPERVISION RECEIVED

Works under the general direction or general supervision, depending on the level of NMED and BDD certification achieved, of an assigned supervisor in a 24/7/365 environment.

### SUPERVISION EXERCISED

None

### 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.*

- Operates all BDD facilities, including raw and finished water pumping and conveyance systems; chemical feed systems, pre-treatment, conventional and advanced treatment processes, and residual process facilities.
- Controls and monitors 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.
- Starts, stops and adjusts equipment to control processes and adjust flows; perform process testing, interpret equipment readings and laboratory data and report findings and recommendations to the Charge Operator or Chief Operator, as appropriate.
- Monitors and reports all operational, staff and/or contractor activities occurring during assigned shift to the Charge Operator or Chief Operator, as appropriate; and assists in ensuring compliance with regulatory and BDD facility procedures.
- 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 in rebuilding pumps, motors, and other plant equipment, as necessary.
- Tests and adjusts process equipment to optimize performance and comply with regulatory requirements.
- Performs housekeeping duties on BDD Facility work areas, including the administration building, process basins, pump stations, grounds, equipment, etc.
- Assists in the preparation and revision of standard operating, safety and regulatory compliance procedures.

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

## **MINIMUM QUALIFICATIONS**

### **Education and Experience**

High school diploma or equivalent;  
AND

NMED Water Systems Operator Certification at Level III or IV.

### **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 an interview.
- Must pass the applicable BDD certification in all key areas of competency within one (1) year of employment for continued employment with the BDD.
- Must be able to comply with a respirator and other PPE requirements.
- Maybe 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 a telephone in the employee's residence or be available by an equally effective means of communication.

### **Knowledge, Skills, and Abilities**

Knowledge of basic math, water testing procedures, water treatment methods, and water quality regulations.

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

Must be able 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.

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## **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 they 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 an 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 the time of interview.** Pre-placement physical exams are required for some positions. ***Incomplete applications may delay or exclude consideration of your application.***