

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 # 2019-PU17

POSITION TITLE	BDD Operations Superintendent	SALARY RANGE:	\$25.937-\$46.231 (N)
DEPARTMENT	Public Utilities	FLSA/UNION STATUS:	Exempt/ Nonunion
PERIOD TO APPLY:	01/28/19-03/29/19	POSITION STATUS:	Classified/ Full-Time
SUPERVISOR:	Rick Carpenter	LOCATION:	Water/ BDD

GENERAL DESCRIPTION

The BDD Operations Superintendent oversees Buckman Direct Diversion (BDD) facilities operations from the intake at the Rio Grande to the discharge of finished, potable water to the existing distribution system. The Operations Superintendent is responsible for: ensuring that facilities operations comply with all local, state and federal regulatory mandates; professional level supervision and evaluation of assigned staff; scheduling and directing shift work; and, assisting with the preparation and delivery of training. This position plays a key role in the BDD's overall operations and shares in the responsibility for staff hiring and training, and other major aspects of BDD daily operations.

Must pass WorkKeys™ skill assessment as a prerequisite for consideration for interview. Must pass the applicable BDD certifications in all key areas of competency within one (1) year of hire for continued employment.

SUPERVISION RECEIVED

Works under the administrative direction of the BDD Facilities Manager.

SUPERVISION EXERCISED

Supervises all BDD Facilities Operators 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.

- Plans, organizes and directs the work and supervises the Operations staff of the BDD facilities.
- Develops Standard Operating Procedures and Standard Operating Job Procedures for use by Operations staff in the execution of work at the facility.
- Supervises and monitors the routine and emergency operations of the water facilities and equipment and ensures a continuous safe water supply to the existing distribution system. Maintains the proper stock levels of water treatment chemicals and other consumables necessary for ongoing water production.
- Oversees and inspects operations and confers with and advises plant operators on problems encountered in the operation of the facility.
- Ensures 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.
- Works in partnership with the BDD Regulatory Compliance Officer to ensure compliance with regulatory mandates and ensures accurate entry of operational data into computer database.
- Participates in annual budget preparation; and coordinates the preparation and submission of periodic and special operating and financial reports, as required.
- Reports water facilities maintenance needs to the BDD Maintenance Superintendent and makes recommendations for preventive and corrective maintenance of equipment.

City of Santa Fe, New Mexico

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

www.santafenm.gov



- Assists, as needed, in the development of plans and specifications for facilities expansion, development of long-range plans for facilities operations; manages and implements decisions, plans, and policies as directed by superiors.
- Interprets technical and operational manuals, blueprints, jar studies and provides training to the operations staff.
- Provides recommendations to, and assists, the Training and Safety Officer in the development and implementation of safety policies and procedures.
- Assists with payroll for operations staff.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

Associate's Degree in water/wastewater technology, engineering, chemistry, management or related field. Bachelor's Degree in water/wastewater technology, engineering, chemistry, management or related field is preferred.

AND

Six (6) years of experience in water operations, two (2) years of which must include direct responsible charge (lead worker responsibility) over advanced water facility operations. Two (2) years of direct supervisory experience of staff in a water or wastewater treatment facility is preferred.

OR

An equivalent combination of education and experience. Education may not be substituted for the required direct responsible charge or for supervisory experience. A Bachelor's Degree in water/wastewater technology, engineering, chemistry, management or related field may substitute for two (2) years of work experience. Additional education may not be substituted for the required lead worker or for supervisory experience.

ADDITIONAL REQUIREMENTS

- Must possess a valid New Mexico Water Systems Level IV State Certification or obtain the certification by reciprocity prior to hire.
- Must possess a valid driver's license upon hire and obtain a City of Santa Fe driving permit within three (3) months of hire.
- Must pass WorkKeys™ skill assessment as a prerequisite for consideration for interview.
- Must pass the applicable BDD certifications in all key areas of competency within one (1) year of hire for continued employment.
- Must be able to comply with respirator and other PPE requirements.
- Must have a telephone or an equivalent means of communication.
- Must respond to call out in the event of an emergency.
- May be required to perform shift work.

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 including the handling of treatment residuals; applicable laws and regulations governing management of human resources; 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 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.

City of Santa Fe, New Mexico

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

www.santafenm.gov



Skill in developing and maintaining business relations and in interacting with staff, management, regulatory agency personnel and the public; the application of supervisory 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 staff in daily activities and emergency response situations; evaluate 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; prepare 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.

PHYSICAL DEMANDS/WORK ENVIRONMENT

Work is performed inside and outside, sometimes in inclement weather or slippery surfaces 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; 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.**