



## THE CITY OF SANTA FE

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### Equipment Repairman Advanced

FLSA Status: *Non Exempt*  
Union Status: *AFSCME*  
Salary Range: *12 ( 21,544-32,316 )*

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#### General Definition of Work

Under general supervision performs advance level troubleshooting, repair and installation all equipment and systems associated with water production, storage, transmission, and treatment.

#### Supervision Received

Works under the general direction of the Water Equipment Maintenance Superintendent.

#### Supervision Exercised

Oversees work done by Entry, Basic, and Intermediate Equipment Repairman.

#### Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. A position may not include all of the duties listed and the listed examples are not an exhaustive list of the duties that may be found in a position of this class.*

#### Essential Functions

- Able to perform all essential functions of the Equipment Repairman Intermediate.
- Performs repair and maintenance activities for all water system facilities, including raw and finished water pumping and conveyance systems; chemical feed systems, pre-treatment, conventional and advanced treatment systems, wash water and residuals management systems, water wells, booster pumps, storage tanks, mixed oxidant generators, electrical equipment, VFDs, meters, pumps, and valves.
- Directs apprentices, skilled, and semi-skilled workers in the maintenance, repair, and inspection of water system equipment and facilities.

#### Knowledge, Skills, and Abilities

- All knowledge, skills, and abilities of the Equipment Repairman Intermediate
- Ability to master complex maintenance testing procedures and standards; materials, methods, tools, and equipment used in mechanical maintenance; English grammar, spelling and punctuation; and computer hardware and software used in the control and maintenance of a water treatment facility.
- Ability to exercise independent judgment and initiative in carrying out assignments; work independently; direct staff in daily activities; evaluate the work of staff; gather and analyze data, draw conclusions, make and implement recommendations; identify maintenance problems and determine the appropriate course of action; prepare written correspondence and reports; and maintain records.
- Ability to observe and adhere to safety rules and established regulations and guidelines.
- **Attention to Detail** – Ability to be thorough when performing work and conscientious about attending to detail.
- **Customer Service** – Ability to interact with customers in a friendly and professional manner, ability to work to resolve issues quickly and effectively, and is knowledgeable about products and services.
- **Deciding and Initiating Action** - Takes responsibility for actions, projects and people; makes quick, clear decisions which may include tough choices, after considering risks.
- **Decision Making** - Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.
- **Delivering Results** – Ability to set high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

- **Interpersonal Skills** – Ability to show understanding, respect, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relate well to different people from varied backgrounds and different situations.
- **Learning** - Uses efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development.
- **Mathematical Reasoning** - Solves practical problems by choosing appropriately from a variety of mathematical and statistical techniques.
- **Problem Solving** – Ability to identify problems; determine accuracy and relevance of information; use sound judgment to generate and evaluate alternatives and make recommendations.
- **Reading** – Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.
- **Reasoning** - Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.
- **Resilience** - Deals effectively with pressure; remains optimistic and persistent, even under adversity. Recovers quickly from setbacks.
- **Skills in computer software/applications/office technology**
- **Teaching Others** - Helps others learn through formal or informal methods; provides resources to help teach others; acts as a mentor.
- **Technical Competence** – Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.
- **Writing** - Writes in a clear, concise, and organized manner for the intended audience.

## Education Requirement

- High School Diploma or GED.

## Experience Requirement

Four (4) years of equipment maintenance experience, which must include the repair and maintenance of industrial equipment related to water including pumps (e.g., centrifugal, metering and progressive cavity), compressors, chemical feed systems, high horsepower motors (greater than 50 horsepower), piping systems, etc. Maintenance experience in a water, wastewater or similar industrial facility is preferred. Two (2) years of vocational training in one or more maintenance trades highly desirable.

## Licensure and Certifications

- Must possess a valid Class B Commercial Driver's License
- Must possess a New Mexico Water Systems Level III

## Special Requirements

- Must obtain a City of Santa Fe driving permit.
- Must pass a drug/alcohol screening prior to employment and periodically thereafter.
- Must be able to comply with respirator and other PPE requirements.
- Employee may be called out in emergency situations. When contacted, the employee is expected to report to work unless there are special non-recurring circumstances.
- Must be able to hold 24hr emergency stand by duties on a rotational basis.

## Physical Requirements

- Work is strenuous, requiring walking, standing, lifting up to 100 lbs.
- Carrying, bending, stooping, kneeling, crouching, reaching, handling, speaking, hearing, good visual acuity including color, close, distance, peripheral, and depth perception.
- May be required to enter and work in confined spaces and climb ladders.

## Working Environment

- Work is performed primarily outdoors, occasionally in inclement weather and in a field environment.



- Incumbents are exposed to loud noises, vibrations, chemicals, toxic gases and fumes, allergens, is exposed to the possibility of cuts, bruises, scrapes, broken bones, burns, germs, bacteria.
- Irregular working hours, the employee may be called out in emergency situations.

## **EEO/ADA 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.

## **Veterans' Hiring Initiative**

Pursuant to City of Santa Fe Resolution No. 2013-079, the City of Santa Fe Human Resources Department 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 with an honorable discharge from the military or are members of the National Guard or Reserve who have successfully completed basic training, must use the Veterans' 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 for the position in which applying for.

**Applications must be submitted online at:** <https://santafenm.munisselfservice.com/employmentopportunities/>

Resumes will not be accepted in lieu of the city application form, unless the position status is at-will. When required of the position, high school diploma/GED, college degree(s), certification(s), or license(s) must be attached at the time of submission of the application. Each applicant is considered only for the current vacancy indicated on the application submitted. It is the responsibility of the applicant to monitor any future openings and to submit a separate application for each position. Incomplete applications will not be considered. Applications become public record upon receipt and may be made available for public inspection upon request. Pre-placement physical exams, and drug and alcohol screenings are required for some positions.

This job announcement is not intended to be inclusive of all functions, responsibilities and qualifications associated with the position, however, representative of the essential job functions and typical criteria considered necessary to successfully perform the position. This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.

## **Acknowledgement**

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.

I have read and understand the above job description. I verify that I meet the requirements and am able to perform the duties and responsibilities on this job description.

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Print Employee Name

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Date

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Employee Signature

