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## Public Utilities Facility Manager

**FLSA Status:** *Exempt*  
**Union Status:** *Non-Union*  
**Salary Range:** *120*  
**Safety Sensitive:** *No*

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### General Definition of Work

The Facility Manager provides professional expertise and leadership to manage one or a combination of the City's Public Utilities treatment facilities: 1) the Canyon Road Water Treatment Plant (CRWTP), 2) the well system and storage tanks, or 3) the Buckman Direct Diversion Facility, or 4) the Paseo Real Water Reclamation Facility (PRWRF). Ultimately the Facility Managers work together and are responsible for the production of either drinking water (CRWTP, wells, and BDD), or treated effluent (PRWRF) that is compliant with applicable local, state, and federal regulations and optimizes facility operations.

### Supervision Received

Works under the general guidance and direction of the Water or Wastewater Division Director.

### Supervision Exercised

Manages the 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.

### 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

- Provides leadership to the 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 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.
- Manages production of water meeting all applicable local, state, and federal standards; coordinates with federal, state and local government entities on matters of regulation; coordinates efforts with other City departments and state authorities.
- Reviews, analyzes, and oversees the operation of associated facilities, and manages an active asset management program.
- Performs a variety of administrative tasks including budget preparation, operational reports, and management of assigned financial, personnel and other resources.
- Assures compliance with contracts; applicable environmental laws; applicable 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) and Clean Water Act.
- 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 personnel.

- Evaluates the need for, and recommends additional equipment, resources and staffing for efficient and effective facility operations.
- Prepares, justifies, and/or administers the budget for program areas; plans, administers, and monitors expenditures to ensure cost-effective support of programs and policies; assesses financial condition of an organization.
- Develops goals, documents performance, reviews, develops, and/or modifies work plans, methods, and procedures, determines work priorities.
- Provides work instruction, assists employees with difficult and/or unusual assignments, and encourages innovation.
- Resolves problems, mediates conflicts encountered during daily operations, determines appropriate solutions, and promotes teamwork. Encourages regular communication and informs staff of relevant business issues and their impact on the organization.
- Develops work schedules to provide adequate staff coverage and approves leave and timesheets. Assigns and distributes work, reviews work for accuracy and completeness, and returns assignments with recommendations for proper completion.
- Provides performance feedback and formally evaluates the work of employees.
- Conducts hiring interviews and selects candidate(s) for job opening(s).
- Provides reward and recognition for proper and efficient performance.
- Assists staff to achieve performance standards and identifies opportunities for continual improvement and development to performance standards.
- Documents causes for disciplinary action, initiates letters of reprimand, and makes formal recommendations for disciplinary action. Responds to formal and informal employee grievances and prepares written responses.
- Ensures staff is attending training, including safety training on a regular basis.

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

- Attention to Detail – Ability to be thorough when performing work and conscientious about attending to detail.
- Coaching – Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.
- Conflict Management – Manages and resolves conflicts, grievances, confrontations, or disagreements in a constructive manner to minimize negative personal impact.
- 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.
- Extensive knowledge of ground water treatment unit process theory and operation, surface water plant and water well systems operations and maintenance, safe drinking water, including applicable federal, state and local regulations related thereto; occupational hazards and safety practices in the utility operations/maintenance field.
- 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.
- Planning and Evaluating – Organizes work, sets priorities, determines resource requirements, determines short or long-term goals and strategies to achieve them, coordinates with other organizations or parts of an organization, monitors progress, and evaluates outcomes.
- 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.
- Resilience – Deals effectively with pressure; remains optimistic and persistent, even under adversity. Recovers quickly from setbacks.

- Teaching Others – Helps others learn through formal or informal methods; provides resources to help teach others; acts as a mentor.
- Thinking Strategically – Thinks strategically and promotes best practices and leading-edge ideas.
- Writing – Writes in a clear, concise, and organized manner for the intended audience.
- Written Communication – Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

### **Education Requirement**

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

Master of Science Degree in civil, environmental or water resources engineering, or related field of engineering is desirable.

### **Experience Requirement**

Eight (8) years of experience in water operations, four (4) years of which must include management of the operation and maintenance of a water facility and direct supervision of staff of a water and/or wastewater treatment facility. A Master of Science in civil, environmental or water resources engineering or related field of engineering may substitute for two (2) years of experience. Experience managing groundwater well systems operations is desirable.

### **Education and Experience Equivalency**

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education. Additional appropriate education may be substituted for the minimum experience requirements.

### **Licensure and Certifications**

- Must possess a valid driver's license.
- Must obtain a Level III New Mexico State Water and Wastewater Systems Certification at the first testing opportunity that all qualifications are met.
- Must obtain a Level IV New Mexico State Water or Wastewater Systems Certification within 18 months of hire.
- Level III New Mexico State Water or Wastewater Systems Certifications may be obtained through reciprocity pursuant to New Mexico Administrative Code Title 20 Chapter 7 Part 4.

### **Special Requirements**

- Obtain and maintain a City of Santa Fe driving permit within three (3) months of hire.
- Must have a telephone or an equivalent means of communication.
- May be required to respond to call out in the event of emergency.

### **Physical Requirements**

- Requires the exertion of up to 25 pounds of force.
- Requires speaking or hearing and using hands to finger, handle or feel, requires sitting, standing, walking, stooping, kneeling, crouching, or crawling, reaching with hands and arms and lifting.
- Standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly.
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound.
- Work requires preparing and analyzing written or computer data, using of measuring devices, operating motor vehicles and observing general surroundings and activities.

### **Working 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 may require irregular work hours, late meetings, travel; and may be called out to address emergency situations.
- Some travel to off-site locations is required.

**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://cityofsantafenemployees.munisselfservice.com/employmentopportunities/default.aspx>

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.

**Acknowledgment**

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.

\_\_\_\_\_   
 Print Employee Name

\_\_\_\_\_   
 Date

\_\_\_\_\_   
 Employee Signature