



Los Alamos County

Job Description and Classification

LOS ALAMOS

JOB TITLE: Water Systems Supervisor
JOB CODE: 675
CLASSIFICATION: Non-Exempt
DEPARTMENT/DIVISION: Utilities/Gas, Water and Sewer Services
SUPERVISOR: Water Systems Superintendent

Position Summary:

Under general supervision of the Water Systems Superintendent, plans, coordinates and supervises staff and the operations, repair and maintenance of the county's potable water production and non-potable water system's facilities. Oversees the operation and maintenance of all water systems' storage facilities, well and booster stations, pressure reducing stations, pipelines and metering facilities. Assures compliance with all applicable laws and regulations. Maintains confidentiality of all privileged information.

The general level and nature of this position are described in the headings below. This is not an all-inclusive list of all responsibilities, duties, and skills required of personnel in this classification.

Essential Duties and Responsibilities:

- Supervises personnel, which includes recommendations for hiring, firing, performance evaluation, training, work allocation, and problem resolution.
- Participates in the management of daily operations of the potable water production and non-potable water systems, including establishing work priorities, which involves the organization of personnel, equipment and materials to complete maintenance and construction projects, and assists in resolving problems related to day-to-day operations.
- Participates in development, implementation and maintenance of water production and non-potable water system program policies, objectives, short-and long-range planning; develops and implements projects and programs to assist in accomplishment of established goals.
- Assists in preparation of budget for the water production and non-potable water program.
- Plans, coordinates and supervises the operations and staff of the water production and non-potable water facilities.
- Coordinates with Department of Public Utility's Engineering division staff regarding regulatory water quality sampling and reporting.
- Ensures quality assurance and quality control of laboratory tests related to water production and non-potable water system processes.
- Coordinates contracts with environmental laboratories for water quality sampling, transport, analyses and reporting.
- Supervises and assists operators with all water system facility operations to conform to the mandatory rules, regulations and standards of the State of New Mexico Water Quality Control Commission, State of New Mexico Environment Department (NMED) and the U.S. Environmental Protection Agency (EPA).
- Develops preventive maintenance program for plant equipment.
- Supervises and assists operators with all water systems facility maintenance, including the installation of equipment.

- Acts as the Back-up Team Leader for the Water Production and Non-Potable Water Asset Management Teams (AMT). Assists with agendas, minutes, annual reports and presentations.
- Establishes maintenance schedules and ensures compliance.
- Reviews maintenance and operations records.
- Requisitions material to insure smooth flow of work and the arrival of material when needed.
- Estimates materials, supplies and equipment required for operations; requisitions chemicals, materials and equipment.
- Maintains confidentiality of all privileged information.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as required.

Minimum Qualifications:

- High School Diploma or GED.
- Five years' experience in water system plant operations, including experience in water quality sampling and reporting.
- Two years in a supervisory or crew leader capacity across all years of job related experience.
- Successful completion of Need to Know training within one year of employment.
- Must possess and maintain New Mexico Water Quality Control Commission Wastewater Level IV certification
- Must possess or have the ability to obtain within the first sixty days of employment and must maintain a valid New Mexico Class D driver's license.
- Must possess First Aid and Defensive Driving certifications within one year of employment and maintain certification thereafter.
- Successful completion of annual fit testing for use of a half face air purifying respirator.
- Successful completion of the pre-employment physical exam prior to commencing work.

Preferred Qualifications:

- Associates degree from and accredited college or university in skilled trade, construction management or related field.
- Experience with deep well pump, valve and motor control system operation and maintenance.
- Experience in water system SCADA and computer work/asset management systems.

Knowledge, Skills, and Abilities:

- Knowledge of safety rules, regulations and work practices, particularly in reference to hazardous chemicals.
- Knowledge of potable water production and non-potable water systems and state regulations covering them.
- Knowledge of Federal Safe Drinking Water Act and New Mexico State water quality regulations and how they pertain to water production and non-potable water system operations.
- Knowledge of methods, equipment and materials used in potable water production and non-potable water system facilities.
- Knowledge of the fundamentals of supervision, including planning, scheduling, directing, supervising and reviewing the performance of subordinates in a manner conducive to productivity and high morale.
- Knowledge of standard chemical and physical tests related to potable water treatment and reclaimed water irrigation.

- Knowledge of basic laboratory techniques and of the chemical and biological processes involved in potable and non-potable water treatment operations.
- Skill in handling, replacing and repairing chlorination tanks and equipment.
- Skill in training employees on all facets of water production, transmission and non-potable water system operations and non-potable irrigation systems.
- Skill in installing, repairing, monitoring and maintaining electrical pumps and motors.
- Skill in record and database maintenance.
- Skill in applying the principles of water systems and to solve practical operational problems.
- Skill in operating field equipment, such as front-end loader, backhoe, welder, and bobcat.
- Ability to operate business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, PowerPoint, OPS SQL and other water system SCADA and work/asset management software.
- Ability to recognize unusual, inefficient or dangerous operating conditions and take appropriate action.
- Ability to make operating and maintenance adjustments to water production and treatment equipment and facilities to optimize facility performance and meet permit requirements.
- Ability to read, interpret and record data from charts, gauges and meters.
- Ability to communicate effectively, both orally and in writing.
- Ability to understand and follow safety procedures.
- Ability to establish and maintain an effective working relationship with the public, other departments and employees.
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- Ability to foster a cooperative work environment.
- Ability to gather and analyze statistical data and generate reports.

Physical Demands:

While performing the duties of this job, the employee regularly is required to stand and walk; use sense of smell; have manual and finger dexterity; stoop and talk or hear. The employee is occasionally required to sit. The employee is occasionally required to crawl, climb heights, reach above shoulder level, crouch, kneel, balance, push/pull, and carry. Employee must occasionally move or lift up to 50 pounds.

Work Environment:

Work is generally performed in indoor and outdoor settings with some exposure to natural weather conditions with high exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises. Work environment involves possible exposure to hazardous materials and blood-borne pathogens, other hazards or physical risks, and requires following basic safety precautions. Travel, on-site response to emergencies, evening, holiday, and weekend work may be required.

This position is covered under the Department of Transportation (DOT), Anti-Drug & Alcohol Act pursuant to the Pipeline Safety and Commercial Driver's License Regulations, covering random, post-accident, pre-hire, and return to duty testing.

Each and every county position requires the following professional skills and abilities as key and necessary elements of performance. Employees are required to:

- Demonstrate regular and reliable attendance;
- Work well with others and participate fully in a team-oriented environment;
- Interface with other employees and customers in a courteous and respectful manner;
- Project positive support of their department and all county organizations at all times; and,
- Maintain and enhance the county's commitment to customer service excellence.

Approvals:

Department Director: _____ Date: _____
(signature)

Human Resources Manager: _____ Date: _____
(signature)

Created: 11/6/2018

Reviewed:

Revised: