

**City of Truth or Consequences
Human Resources Office**

PH: (575) 894-6673

EXT: 314

505 Sims Street

Truth or Consequences, NM 87901

FAX(575)894-0363

POSITION DESCRIPTION

Class Title: Water/Wastewater Director
Department: Water/Waste Water

Status: Classified
FLSA: Exempt

GENERAL PURPOSE:

This position performs duties in planning, coordination, budgets, purchasing, reporting, customer complaints and overseeing the daily operations and staff of the City Water and Wastewater utilities. Utilities include wastewater treatment facilities, water and waste water distribution, water collection, water production, and water reclamation. Position may require working extended hours and need to respond to operational or customer issues arising on weekends and/or holidays.

SUPERVISION RECEIVED/GIVEN:

- Supervises and manages all full-time and seasonal employees in the department; responsible for the overall motivation, direction, coordination, and evaluation of this unit.
- Assists and/or coordinates with City Human Resources Office on employee hiring process; develops and updates job descriptions; develops performance expectations; identifies essential functions of the positions and the knowledge, skills, and abilities required; responds to questions and ensures the completion of background checks; assigns work shifts and work schedules.
- Manages employees and evaluates team performance; provides opportunities for the adequate training of employees; coaches, counsels, and motivates employees for exceptionalism; investigates complaints or subordinate performance concerns; recognizes exceptional or below average employee performance, and implements disciplinary action as needed, in consultation with the Human Resources Office and City Manager.
- Provides leadership by example and through consistent management of the department; make decisions; solves problems; develops departmental procedures; maintains required records/files; conducts regular staff meetings and represents the department during internal and external meetings.

DUTIES AND RESPONSIBILITIES:

- Plans, coordinates, and manages the water resources and operations staff and activities, including wastewater treatment, water production, wastewater collection systems, water distribution, water reclamation, and solid composting and distribution.
- Manages staff through appropriate delegation and work supervision; meets regularly with staff to discuss and resolve workload and technical issues; reviews work in progress in order to anticipate technical and management problems; recommends changes to improve the organization's functions and processes; interprets statutes and regulations; provides leadership, direction, and coaching to employees; provides assistance and training in technical issues, techniques, statutory requirements, and other responsibilities.

- Responsible for providing appropriate staff training and pertinent certification opportunities.
- Reviews and coordinates hiring and disciplinary recommendation of subordinates.
- Develops and monitors Section budget and approves budget expenditures; prepares special and recurring reports; proposes and recommends budget changes/revisions for projects and resource needs.
- Monitors water, wastewater, and reclaimed water revenues.
- Develops utility operations cost and staffing optimization recommendations as part of the annual budget cycle.
- Prepares an annual written recommendation for system rehabilitation capital improvements plan.
- Ensures the City's water distribution and wastewater collection system are properly maintained; ensures that all city wells are fully operational and available for service.
- Informs City Manager of all major water production problems in a timely manner; ensures that all water storage reservoirs are properly maintained in compliance with the State and Federal Standards; ensures that all pressure reducing sustaining stations are properly maintained and are fully operational; ensures all water delivered to city users meets or exceeds Safe Water Drink Act standards, including chlorination.
- Prepares and maintains contracts; establishes purchase agreements for chemicals, parts, supplies, and equipment
- Prepares and posts public notices, Consumer Confidence Report (CCR), and other notices required by the New Mexico Environment Department (NMED).
- Compiles City well water production volumes; submits reports to the State Office of the State of Engineers and ensures compliance with water rights permit requirements.
- Prepares and submits all regulatory documents regarding water production via State and Federal requirements; prepares and submits monthly wastewater Discharge Monitoring Reports (DMR's) to EPA for Tor C Wastewater Treatment Plant, Land Application Data Sheets (LADS) to NMED for the golf course and ball fields, and prepare reports for the City Manager dealing with the various water, wastewater reclaimed water operations.
- Renews the Federal NPDES permit for the wastewater facility, and NMED Ground Water Permit.
- Ensures that all facilities operate in compliance with their respective permits.
- Provides information and interacts with water, wastewater, and reclaimed water customers in a professional and friendly manner.
- Responsible for industry benchmarking of Water and Wastewater utilities.
- Required to attend public hearings or public meetings dealing with water, wastewater, or reclaimed water utility issues, customer issues, or utility projects.

The above information on this job description has been designed to indicate the general nature and level of work to be performed. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities required by the employee appointed to this job.

MINIMUM QUALIFICATIONS

Education and Experience:

- High school diploma or GED equivalent Plus five (5) years of direct responsibility and experience in water and wastewater utility operations.

-OR-

- Associates degree in Water Technology or related field, plus four (4) years of experience in the water and wastewater utility operations.
- Both to include at least three (3) years of supervisory/administrative experience.

Knowledge, Skills, and Abilities

- Comprehensive knowledge of: All phases of water and wastewater utility operations; local, state, and federal regulations regarding water, wastewater, and reclaimed water operations; wastewater regulations and the preparation of relevant regulatory reporting documents; principles and practices of effective employee supervision; principles and practices of administrative management.
 - Knowledge of chemical analysis of wastewater.
- Ability to: Prepare budgets, reports, presentations, and complex statistical, financial, and narrative reports; analyze trends and statistical information regarding water and wastewater system operations; respond to emergency developments related to field operations; operate a two-way communication device; communicate effectively in verbal and written forms; establish and maintain effective working relationships with City personnel, contractors, subordinates, and the general public to prevent, resolve, or minimize water resources-related problems.
 - Ability to read, write, and understand written and oral instruction in English.
 - Ability to work with equipment, tools, and the material specified in this classification.
 - Ability to use equipment and/or tools in the maintenance of water and wastewater systems.
 - Ability to read and interpret laboratory results and make process control changes.
 - Ability to troubleshoot technical problems, recommend solutions, and conduct technical training.
 - Ability to direct the performance of standard chemical analyses required in the operation of WWTP.
- Skills in: Analyzing and evaluating development issues, and developing programs and services to meet strategic goals; analyzing and interpreting business development issues; evaluating alternatives and making logical recommendations based on findings; effectively managing and leading staff and delegating tasks and authority; using initiative and independent judgment within established procedural guidelines; using a personal computer and various software applications.
- Available for emergency weekend standby for trouble calls which includes, but not limited to, computer programming, laboratory testing, and visual inspection of field equipment and facilities, such as water wells, lift stations, and booster stations. Replacement of parts or repairs may have to be made to ensure uninterrupted services.
- Must be able to ask questions of the City Manager, listen to, and follow verbal and written directions in English
- Must be able to communicate verbally and in writing with co-workers and environmental officials.

Requirements/Certifications/Licenses:

- Valid New Mexico Drivers' License Class "C"
- New Mexico Wastewater IV and Water III certifications.

- Must successfully pass the pre-employment drug and alcohol screening test, and the post-offer employment medical examination.

EQUIPMENT, TOOLS, AND MATERIALS:

- Eye goggles, hardhat, steel-toe boots, dust masks, earplugs, gloves, rubber boots, reflecting vests, cones, and flags are used as safety precautions.

WORK ENVIRONMENT:

- Work is performed mostly outdoors, wet or dry surface, and will be exposed to natural weather conditions and extremes in temperature.
- Subject to intermittent noise and vibration factors.
- Subject to unpleasant odors, fumes, dust, mists, and chemicals.
- Work is conducted primarily during daylight hours, however, may be required to work after normal working hours, when necessary.
- Work is performed on even or uneven terrain.
- Work performed poses health hazards due to materials and/or products handled in the line of duty requirements.

PHYSICAL FUNCTIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to lift up to one hundred (100) pounds occasionally (i.e. up to one-third of workday) from ground to waist level. Ability to lift up to fifty (50) lbs. frequently to constantly (i.e. from one-third up to entire workday) from ground to shoulder level.
- Ability to sit up to four (4) hours at one time; up to seven and one-half (7-½) hours total per day.
- Ability to stand and/or walk up to four (4) hours at one time; up to eight (8) hours total per day.
- Ability to climb in and out of lift stations and booster stations at least three (3) times daily at an estimated depth of approximately twenty-five (25) feet.
- Ability to crouch, kneel, and remain in a prone position for up to thirty (30) minutes at one time.
- Ability to bend at waist and twist/rotate waist if necessary for up to one-third of workday.
- Ability to work with arms extended and bent for up to four (4) hours at one time, and seven and one-half (7-½) hours total per day.
- Ability to push/pull with arms with a force up to fifty (50) plus lbs. while performing labor work.
- Ability to maintain balance while climbing up and down the necessary ladders.
- Ability to push with legs up to forty (40) lbs. of force to operate foot controls for up to four (4) hours at one time and seven and one-half (7-½) hours total per day. Ability to twist/rotate legs in operating foot controls.
- Ability to use hands and fingers to grasp/manipulate levers and steering wheel in a bilaterally coordinated manner.
- Ability to coordinate use of hands and eyes in operation of any equipment.

SELECTED GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be requested.

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 job change.