

Certified NM Wastewater IV Operator - Facility Manager

SUMMARY DESCRIPTION

Manages wastewater treatment facility in Las Vegas, NM; provides general direction and oversight; provides quality assurance and quality control; supervises and coordinates wastewater and reclaimed water production and treatment, collection system activities and operations; coordinates assigned activities with other divisions and facilities; connects to and maintains relationships with outside agencies and the general public; and provides highly responsible and complex staff assistance. The incumbent is guided by policies and assignments received by the Operations Director, and is carried out with a high degree of independent judgment in accomplishing work and developing new programs and is held accountable for results.

REPRESENTATIVE DUTIES

- Oversee wastewater treatment plant operations including all equipment, instrumentation, laboratory analysis and safety. Coordinate and integrate wastewater treatment plant operations, process control and maintenance functions.
- Create, direct, coordinate and review the work plan and Standard Operating Procedures (SOPs) for assigned plant operations services and activities; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
- Prepare monthly compliance reports to the Client and/or Permitting Agency; oversee software programs that generate technical reports on water quality; troubleshoot and change spread sheets as required; review permit requirements on a regular schedule.
- Prepare, assign and track progress on facility tasks, maintenance, repairs and work orders.
- Purchase all chemicals used in wastewater treatment process; set up annual contracts with chemical suppliers.
- Select, train, motivate and evaluate plant operations and laboratory personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Participate in the development and administration of assigned program budget; forecast funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; recommend adjustments as necessary.
- Participate on a variety of committees; prepare and present staff reports and other correspondence as appropriate and necessary.
- Coordinate operations activities with those of other divisions and outside agencies and organizations.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of wastewater treatment operations.
- Performs other duties as required.

Job Requirements

QUALIFICATIONS

The minimum qualifications for this position are:

- High school diploma or GED.
- New Mexico Level IV Wastewater Certification.

- Six or more years' experience in operating wastewater treatment plants and collection systems including three years of administrative and/or lead supervisory experience (Level III). One year of experience with Biological Nutrient Removal system is desirable.
- Ability to lift a minimum of 40 pounds.
- Ability to pass a general physical exam.

Education:

- Bachelor's degree from an accredited college or university with major course work in chemistry, biology, environmental sciences or a related field **OR** exceptional industry experience may be considered in lieu of education requirement.

Experience:

- Knowledge of the principles, methods, and tools employed in the general operation of engines, pumps, valves, motors, and related equipment; general maintenance work; safe work practices;
- Principles and methods of biological and chemical sewage analyses, effects and problems of industrial waste in water/wastewater treatment processes, supervision of multiple employees.
- Proficient in use of computer software including but not limited to Microsoft Word, Excel, Outlook, data management systems and be able to operate plant PLCs and SCADA systems.
- Possess a valid Class A or Class B CDL with no major infractions in the last 3 years.
- Must have general knowledge of heavy equipment operation such as but not limited to: Backhoe, Loader, and Farm Tractors.

License or Certificate:

New Mexico Level IV certification in Wastewater.

We are equal opportunity/affirmative action employers, committed to diversity in the workplace. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, gender identity, sexual orientation, national origin, disability, or protected veteran status, or any other protected characteristic under state or local law.

Benefits include:

Medical, dental, vision, life insurance, 401(k), FMLA, Sick leave, PTO.