

Village of Capitan

PO Box 1380 • Capitan, NM 88316
Phone: 575-354-2247 • Fax: 575-354-2713 • Villageofcapitan.org

Entry Level Operator Job Description

Reports To: Water Utilities Supervisor, and operators as assigned

Definition: Under direct supervision, performs a variety of skilled to semi-skilled duties, responsible for but not limited to carrying out work assignments relating to the operation, maintenance, repair and security of the water, wastewater systems as well.

Duties: Such as: checking, adjusting, servicing, repairing and maintaining, water wells, water storage tanks, WTP, chlorination system, production & distribution lines, booster pump stations, pressure reduction valves, fire hydrants, control valves, telemetry equipment, lift-stations, collection lines & WWTP. Also includes preventive & routine maintenance and repairs on motors, generators, pumps, assigned vehicle, cut grass and weeds around facilities as well as janitorial duties & line flushing. Collect required & routine samples for analysis of water & wastewater systems including microbiological testing. Conduct process control sampling & testing.

Evaluate treatment performance & make adjustments, maintain routine records, & meter readings. Perform traffic control duties to protect the public and workers in work zones. Read customer water meters as required. Operates a variety of hand tools, various types of power equipment, performs electrical testing and works with hazardous chemicals (liquid chlorine, raw and treated sewage).

Respond to questions and complaints from the public regarding water and wastewater issues or problems.

Will be required to share after hour on-call responsibilities (maximum 60-minute response time required) on rotating schedule once certification is obtained including weekend checks for the water, wastewater systems & convenience center. Must be able to respond to emergencies after hours, weekends & holidays.

Performs other related duties as needed or assigned.

(Will be required to share on-call on rotating schedule once certification obtained)

Working Conditions: Primarily works outside, often in adverse weather conditions in or around water, slippery/uneven surfaces and rough terrain. Can be exposure to noise, dust, grease, smoke, fumes, noxious odors, and gases, mechanical/electrical hazards. Required to work irregular hours, weekends, and holidays. Must be physically fit, work routinely requires lifting and/or moving heavy equipment and materials in excess of 100 pounds.

Travel Requirements: Ability to travel for Activities such as meetings, classes, and workshops in and out of the area with overnight travel as required.

Home of Smokey Bear

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Qualifications:

- Highschool Education or Equivalent required.
- Valid State of New Mexico driver's license required.
- Ability to gain knowledge in water production, treatment, and distribution.
- Ability to gain knowledge in wastewater collection, and treatment.
- Ability to learn the principles, methods, materials, and tools employed in the repair and maintenance of water and wastewater systems.
- Ability to effectively communicate orally and in writing.
- Ability to work under supervision and independently to complete daily activities and assignments.
- Ability to balance a variety of duties, prioritize, and meet deadlines.
- Ability to establish and maintain routine working relationships with customers, citizens, contractors, and other employees.
- Must be able to pass criminal history check.
- Must be willing to take and pass a drug/alcohol test and comply "Drug Free" policy.
- Must obtain Level I water and wastewater certifications with 18 months of employment.

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