



*Doña Ana Mutual Domestic Water Consumers Association*  
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**Job Title:** Water and Wastewater Operator

**Department:** Operations

**Reports To:** Field Manager

**FLSA Status:** Non-Exempt

**Pay Grade:** C, D, E, or G

**Summary** Assists in the installation, repair and servicing of water main and service lines, water wells, booster stations and water meters; may perform building, equipment and grounds maintenance and repair. Inspects, maintains, repairs and operates the Association's wastewater system.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

Installs, services, cleans and repairs main water and wastewater lines using various equipment; completes reports on work requests.

Sets up truck safety devices; opens manholes; inserts high pressure hose and vacuum debris tubes.

Installs and replaces meters; reads meters; completes reports on work orders.

Digs manholes for water systems; operates a pipe locator to locate meters, valve boxes and manholes; completes reports on work orders.

Unplugs water service; raises water valves and meter boxes.

Maintains and installs fire hydrants; installs new service lines and fire protection lines.

Responds to questions from the public regarding water shutoffs and meter changes.

Provides assistance to operators in the operation and maintenance of wells, systems and reservoirs.

Provides assistance to operators and mechanics of trucks, pickups, air compressors, cutting tools and hydro stop equipment.

Monitors odor control sites; responds to complaints of odor control; ensures chemicals are being fed in accordance with calculated dosages.

Participates in plant process control; maintains daily logs; monitors equipment operations.

Repairs and maintains plant equipment; checks and calibrates plant flow meters; performs plant building and facility maintenance.

Monitors lift station operations; performs routine maintenance.

Maintains yards, fences, irrigation systems, buildings and air conditioning systems at various wells, reservoirs and water boost stations.

Performs yard and weed control maintenance.

Responds to water and wastewater emergencies.

**Supervisory Responsibilities** This job has no supervisory responsibilities.

**Qualifications** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience** Associate Degree in Water Technology or related field preferred. A combination of education, experience, and training may be applied.

**Language Skills** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**Mathematical Skills** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**Reasoning Ability** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Certificates, Licenses, Registrations** Valid driver's license is required. New Mexico Level II Water and Wastewater Systems Operator Certification are required. New Mexico Level III Water and Wastewater certifications must be obtained within 24 months of meeting State of New Mexico experience requirement.

**Other Skills and Abilities** Operate light and heavy equipment; use power and hand tools; perform technical reading and writing; maintain concentration; work in confined spaces; respond effectively to emergency situations; operate a motor vehicle and navigate across even and uneven surfaces.

**Physical Demands** 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. While performing the duties of this Job, the employee is regularly required to stand and walk. The employee is occasionally required to sit. The employee must regularly lift and /or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

**Work Environment** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is frequently exposed to moving mechanical parts and various chemicals. Work is performed outdoors with exposure to noise, dust, dirt, open manholes, street cave-ins, chemicals and gases. Safety equipment required includes safety shoes, vest, ear plugs, sound attenuator, hard hat and gloves.