



**C. Education/Experience substitution. ?**

**D. Licenses/Certifications.** Must have a valid driver's license. New Mexico State Water Level IV and Wastewater Level IV certifications.

**F. Other (e.g., post-offer medical exam, polygraph, background check, driver's license record, etc.).** Drivers License record and background check.

**1. KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION:**

Must have knowledge of; practices and procedures in the construction, repair and maintenance of water and waste water infrastructure: interpretation of federal, state and local laws, rules and regulations related to the construction, repair and maintenance: extensive knowledge of the occupational hazards and safety practices in the water and wastewater industry: good knowledge of the principles and application of supervisory techniques.

Must have the ability to: oversees multiple construction projects; interpret construction plans, blue prints, electrical drawings, schematics and related construction documents.

Must have skills to: plan, assign, direct, coordinate, and review the work of others; present information clearly and concisely orally and in writing; establish rules of job/worker safety and enforce observance of safety precautions in the work place. Establishing and maintaining respectful, effective and cooperative working relationships with others.

**2. FREEDOM TO ACT**

Work is performed under the general supervision of ??????. The supervisor makes assignments by defining objectives, priority, and deadlines, and assists the employee with unusual situations that do not have clear precedents. The employee plans and carries out the successive steps and handles problems and deviations in the work assignments in accordance with instructions, policies, previous training, or accepted practices in the occupation. Completed work is usually evaluated for technical soundness, appropriateness, and conformity to policy and requirements. Methods used in arriving at end results are not usually reviewed in detail

**3. GUIDELINES AND JUDGMENT**

Procedures for doing the work have been established, and a number of specific guidelines are available. The number and similarity of guidelines and work situations require the employee to use judgment in locating and selecting the most appropriate guidelines, references and procedures for application, and in making minor deviations to adapt the guidelines to specific cases or problems.

**4. PHYSICAL DEMANDS**

The employee must be able to communicate in English effectively, both orally and in writing and operate general office equipment. The employee must be able to demonstrate extensive physical abilities in outdoor working conditions. Employee will utilize a self contained breathing apparatus (SCBA). Visual acuity needed to determine fine motor/pump alignment, live electrical wiring and color acuity to determine residual of field testing. Lift, carry and/or reposition up to 100 pounds: push/pull up to 60 pounds on a chain hoist/trolley.

**5. WORK ENVIRONMENT**

Essential duties are performed outdoors under fluctuating temperature and weather conditions. The noise level in the work environment is usually loud and/or moderate.

**6. SUPERVISORY RESPONSIBILITY**

Work is performed under general supervision of the **???**. Supervises employees and activities of the **Joint Utility Authority**. Carries out supervisory responsibilities consistently and in accordance with the Authority's policies and applicable laws. Responsibilities and requirements of any supervisory position include modeling professional appearance and mentoring/coaching employees, interviewing and recommending hire of staff based on qualifications, planning, assigning, directing and appraising performance in a timely and consistent manner; coaching and mentoring staff; promptly investigating and documenting all complaints, and resolving workplace disputes.

**V. EMPLOYEE ACKNOWLEDGEMENT:**

I have read my Job Description and understand my assigned responsibilities, and have been given a copy of this Job Description. I have also received a copy of the Personnel Policies and Procedures Handbook, and understand that I am responsible for reading and following all relevant policies and procedures outlined in it. I also certify by my signature below that I am able to perform the essential functions of this Job Description with or without reasonable accommodation.

<b>POSITION NUMBER:</b> <b>EMPLOYEE NAME:</b> <b>EMPLOYEE NUMBER:</b>
---

Accepted by: \_\_\_\_\_  
*Employee* *Date*

Printed name: \_\_\_\_\_  
*Employee* *Date*