

Utility Operations Supervisor
Public Works Dept. Director of Public Works
12

Exempt
PBL
01-22-842
104010
04/18/11

This position will supervise, plan, coordinate and direct the services and operations of the Pueblo of Sandia's water/wastewater treatment system. This position involves highly responsible and technical administrative and supervisory work. Work involves direct responsibility for the 24-hour operation and maintenance of two (2) water treatment systems and a wastewater treatment system to ensure customer needs are met while protecting public health and the environment.

Reports to the Public Works Director.

Supervises all water and wastewater employees.

1. Coordinates, plans, and directs the operation and maintenance of the system to ensure efficient operation and compliance with the Clean Water Act, Safe Drinking Water Act, and all applicable federal, state and local regulatory requirements.
2. Works with Pueblo of Sandia planning committee and engineers to determine future infrastructure and plant upgrade needs
3. Plan and lay out work projects, prepare time, material and equipment estimates for assigned jobs.
4. Prepares reports and keeps the Public Works Director advised of projects and deadlines.
5. Prepares emergency procedures and contingencies for Water and Wastewater systems.
6. Supervision is exercised over subordinate Operators I, II, and Lead Operator.
7. Performs periodic and annual performance evaluations of all department employees.
8. Develops work schedules and plans assignments.
9. Develops training for employees on equipment and repairs.
10. Coordinates work projects with other departments.
11. Submit proper water/wastewater testing results to EPA, monthly, quarterly and annually.
12. Must monitor and adjust set point on SCADA for process control.
13. Other duties as assigned by the Public Works Director.

1. Knowledge of supervisory and management techniques.
2. Knowledge of Supervisor Control & Data Acquisition (SCADA)
3. Knowledge of the general operating principles and practices and the maintenance

requirement of mechanical and electrical equipment used in water/wastewater treatment plants.

4. Knowledge of operating principles and procedures for a variety of pumps, valves, filters, and related equipment associated with water/wastewater collection, treatment, and distribution systems.
5. Knowledge of procedures/techniques for troubleshooting water/wastewater treatment plant operations and associated equipment.
6. Knowledge of chemicals used in treating water/wastewater.
7. Knowledge of established safety procedures for operating a variety of pumps, valves, filters, chemical applications and related equipment associated with water/wastewater treatment, and collection/distribution systems.
8. Knowledge of basic mathematics, including addition, subtraction, multiplication, and division.
9. Knowledge of basic chemistry principles related to water/wastewater treatment system operation.
10. Knowledge of Federal and State regulations regarding water/wastewater treatment.
11. Ability to troubleshoot and/or identify operational problems with a variety of pumps, valves, processes, filters, and related equipment associated with water/wastewater treatment systems.
12. Ability to learn/perform a variety of work activities associated with the operation of a variety of pumps, processes, valves, filters, and related equipment associated with water/wastewater treatment systems.
13. Ability to operate a variety of pumps, valves, filters, and related equipment associated with water/wastewater treatment systems within compliance guidelines.

1. High School Diploma or GED
2. Ten (10) years of experience in the operation and maintenance of water or wastewater treatment systems,
3. Two (2) years of experience in the high-level supervisory aspects of the work;
4. Any equivalent combination of relevant training and experience.
5. Must have a valid New Mexico Driver's License.
6. State of New Mexico Wastewater/Water Level IV- must maintain 30 credit points every three years
7. CPR-renewal every 2 years
8. First Aide-renewal every 2 years
9. Confined Space-renewal every 2 years
10. Must successful pass the pre-employment drug and alcohol screening test

Must be able to successfully pass a Background and Character Investigation in compliance with PL 101.630.

1. Work is performed indoors and outdoors. Outside work is subject to temperature extremes and inclement weather conditions.
2. Work hours subject to change with overtime work required.
3. Subject to hazards which may cause personal bodily harm; smoke; diseases; cuts bruises, burns, common cold, influenza, dust, odors and elevated noise levels.
4. Tasks may be performed on uneven, inclined, hard and soft carpeted floors, cement structures and surfaces.

5. Duties may involve walking, standing for long periods of time, sitting and crouching.
6. Specific required movements include the following:
  - a. Trunk- bend, twist, rotate, push, pull, carry.
  - b. Arms – reach, carry, lift, twist, and rotate.
  - c. Legs – lift, push, pull, twist, and rotate.
  - d. Hands – Grasp, manipulate bilateral coordination, hand and eye coordination, and overall and finger dexterity.

Grade	Title	Minimum	Mid Point	Maximum
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01/22/2010 – Updated licensing requirements to reflect new 101.630 requirements.  
 11/07/2007 – Tribal Council approved the increase in the Minimum Qualifications, Education and Experience.