



Village of Corrales

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MAINTENANCE WORKER II WASTEWATER OPERATOR

Department: Public Works
Probation Period: One Year

Position Summary:

Performs a variety of unskilled, semi-skilled, and skilled maintenance work, and operates a variety of equipment in the construction, operation, repair, maintenance, and replacement of Village streets, drainage facilities, and parks, buildings, and grounds.

Supervision Received:

Works under the close supervision of the Public Works Director.

Supervision Exercised:

May exercise general supervision over temporary or other staff as needed and assigned.

Duties and Responsibilities:

Repairs streets, drainage systems, signs, plumbing, roofing, minor electrical work and painting. Assembles and repairs furniture, doors, windows, heating and cooling units, as well as some janitorial work.

Maintains records relating to maintenance activity.

Determines location of all utilities prior to excavation.

Insures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.

Drives trucks of various sizes and weights. Loads, unloads and hauls various materials such as gravel, sand, water, trash and weeds.

Performs routine inspections and preventative maintenance on assigned equipment and refers defects or needed repairs to supervisor. Also cleans equipment.

Performs all duties in conformance to appropriate safety and security standards.

Performs required labor involved in construction and maintenance projects as part of a crew, including pavement cutting, ditch digging, pipe repair, laying and backfilling.

Cuts, fits, lays, repairs, taps, cleans and flushes water mains, pipe and fittings on repair of sprinkler and irrigation systems and installation of services, and drinking fountains;

Operates light, medium and heavy-sized construction and power equipment, such as road grader, water truck, dump truck or backhoe/loader.

Performs all duties in conformance to appropriate safety and security standards.

Assists in the training of lower level employees to increase their skills in the maintenance, construction and repair of parks, grounds, buildings and drainage facilities.

Operates a variety of power construction and maintenance equipment used in the streets.

Services water supply, septic tanks and other pumps.

Maintenance Worker II and Wastewater System Operator/ is responsible for the operation and maintenance of the Village of Corrales' public wastewater collection and transmission system.

He or she will perform all functions necessary to maintain the system in a fully operation manner, including placement and removal of STEP pumps; regular (generally monthly) removal, cleaning and replacement of filters from septic tanks and STEP pump basins; repair and replacement of system components as necessary, including but not limited to odor control canisters, filters, and other components; coordinating with contractors for installation, repair and replacement of components requiring a licensed plumber or electrician; and troubleshooting of problems in the system, including individual connections from homes and businesses. The Operator/Maintenance Worker II will regularly maintain records related to the wastewater collection system, including dates of service initiation and discontinuance and records of all field activities, including but not limited to maintenance and operational records for the system on municipal properties.

Peripheral Duties:

Serves on various employee or other committees as assigned.

Assist in doing Maintenance Reports.

Desired Minimum Qualifications:**Education and Experience:**

- A. Graduation from high school education or GED equivalent, and;
- B. Two (2) years of experience relating to construction, maintenance, or repair, or;
- C. Any equivalent combination of education and experience.
- D. Operator preferably must be certified as at least a Level 1 collection system operator (CS-1), a small wastewater system operator (SWW), or a Level 1 wastewater operator (WW-1)

Necessary knowledge, Skills and Abilities:

- A. Knowledge of heavy equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities;
- B. Skill in operation of some of the listed tools and equipment.
- C. Ability to perform heavy manual tasks for extended periods of time; Ability to work safely; Ability to communicate effectively verbally and in writing; Ability to establish and maintain effective working relationships with employees, other departments and the public; Ability to understand and carry out written and oral instructions.

Special requirements:

The duties of this position require that the employee be able to operate a motor vehicle during working hours. Employee must have and retain a valid New Mexico driver's license, and CDL certification with tanker endorsement, and qualify for coverage under the Village's motor vehicle liability insurance.

May be required to attend job related workshops.

Tools and equipment used

All Public Works vehicles and equipment including, but not limited to; dump truck, pickup truck, utility truck, street sweeper, Vactor type jetter/vacuum truck, street roller, man lift, tamper, plate compactor, saws, pumps, propane burner, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, ditch witch, road grader, water truck, loader, weed burner, sprayer and skill saw.

Physical demands

The physical demand described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation 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 use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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 regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually loud.

Selection guidelines

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.