



JOB ANNOUNCEMENT

Open to the Public

OPEN DATE: August 2, 2021

CLOSE DATE: Open Until Filled

JOB TITLE: Wastewater Treatment Plant Manager

PAY GRADE: 42

PAY RANGE: \$28.85 - \$36.06 (rate based on experience & certifications)

DEPARTMENT: Utilities

DIVISION: Wastewater Treatment

JOB SUMMARY:

Performs under the direction of the Director of Utilities. This is a safety sensitive and performance-oriented position involving all phases of a wastewater treatment and collections system. Work includes a range of tasks as they relate to the maintenance and operation of a wastewater treatment system and other assigned duties related to wastewater treatment. The Manager is required to supervise the Plant Superintendent and other staff as needed.

DUTIES AND RESPONSIBILITIES:

Operates, monitors, and provides management and direction for a variety of wastewater supply and treatment equipment, system components, duties and processes such as:

- All duties related to the plant and wastewater facilities throughout the community.
- Performs all duties related to:
 - Wastewater Treatment Operations;
 - Wastewater Collections;
 - Funding, planning, design and construction of wastewater facilities;
 - Procurement of materials and equipment;
 - Budgeting;
 - Project management
 - Vehicles and equipment;
 - Scheduling;
 - Asset Management;
- Ensures adherence to all Safety requirements from OSHA and NMED.
- Ensures the proper use of Personal Protective Equipment.
- Performs comprehensive review of all wastewater system processes, identify problem areas and determine the most efficient and cost-effective ways to resolve issues.
- Select, supervise, train, assign, manage, and review performance of all wastewater staff.
- Performs facilities maintenance including landscaping and vegetation control.
- Performs other duties as assigned.

MINIMUM JOB REQUIREMENTS:

- High school diploma or general education degree (GED).
- Four (4) years' experience in the wastewater utility industry, or a combination of related college and experience totaling four years.

EMPLOYMENT REQUIREMENTS:

- Must possess and maintain a current valid New Mexico Wastewater Operator Level 4 Certification.

- Must possess and maintain an insurable New Mexico Class D Driver's License.
- May require work outside of regular business hours due to 24-hour operation.
- Available for emergency response, 24 hours/day, seven days/week.
- Must have a telephone or ready access to a telephone at residence.
- Must maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include standing for extended periods of time, lifting heavy loads, kneeling, crawling, and climbing.

KNOWLEDGE, SKILLS AND ABILITIES

- Familiarity with PC and mobile applications including MS Word, MS Excel, MS PowerPoint, and general internet applications.
- Good communication (both written and verbal) and organizational skills.
- Must possess intermediate math skills.
- Knowledge of hydraulics, chemistry, and biology.
- Trustworthy; strong personal integrity.
- Demonstrates strong level of accountability and ownership.
- Collaborative/team oriented.
- Ability to demonstrate emotional maturity.
- Exhibits professionalism with internal and external customers.
- Organized with strong attention to detail and time management skills.
- High degree of initiative; self-starter.
- Ability to lead and manage a team.
- Knowledge of project management.
- Knowledge of budgeting principles.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

- Sitting, walking, and standing are frequent requirements of the position.
- Climbing and use of arms and hands are an essential requirement.
- Carrying up to 75 pounds is occasionally required.
- Lifting, pushing, and pulling up to 50 pounds in essential and occasionally up to 90 pounds.
- Work is performed indoors and outdoors at temperatures below 32 degrees and above 90 degrees.
- Walking on slippery surfaces is a requirement of the job.
- Work is occasionally performed over 6 feet off the ground.
- Work is performed in confined spaces and/or cramped body positions.
- Exposure to infection is a continuous risk of the job.
- Contact with oils, petroleum products and exposure to solvents, degreasers, pesticides and/or herbicides.
- Meeting deadlines with severe time constraints is an essential requirement of the job.
- Irregular or extended work hours may be required.

APPLICATION PROCEDURE – Interested applicants must submit a City of Las Vegas Employment Application.

The employment application is available at:

http://lasvegasnm.gov/departments/human_resource_department

Application Materials can be sent to: Human Resources Department
1700 N Grand Avenue
Las Vegas, NM 87701

OR send via email to: consuelo@lasvegasnm.gov