



JOB ANNOUNCEMENT

General Public Vacancy

OPEN DATE: September 3, 2024 (UPDATED)

CLOSE DATE: Until Filled

JOB TITLE: Wastewater Operator in Training (OIT)

PAY RATE: \$16.00+ (based on experience and certifications)

DEPARTMENT: Utilities

DIVISION: Wastewater Operations

SUMMARY:

Performs under the direct supervision of the Wastewater Systems Operations Supervisor through the direction of the WWS Manager and/or the Superintendent. Reports to the supervisor and/or a designated individual holding a Level IV License and/or Operator on Record. The Wastewater Systems Operator (OIT) is an uncertified entry-level position requiring constant supervision. This is a safety sensitive and performance-oriented position involving all phases of a wastewater treatment 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. Operator in training will not perform any on call duties alone until approved by the Manager. Until approved, they will shadow on call personnel at the direction and under the responsibility of the Operations Supervisor or Superintendent.

DUTIES AND RESPONSIBILITIES:

Under direct Supervision will observe and gain experience in wastewater treatment and collections processes using a variety of wastewater collections and treatment equipment and will involve duties in support of operations such as:

- Collections throughout the distribution system.
- Sludge hauling and injecting.
- Sewer line replacement/repair.
- Support collection system processes identify problems and resolve issues.
- Perform wastewater collections duties while exercising good judgment, flexibility, and creativity in response to changing situations and needs.
- Prepare or cause to be prepared necessary daily, weekly, monthly, and annual records and reports for project activities, status, and materials used.
- Meet with contractors, property owners, and others in the areas of wastewater collection systems regarding use, needs, and to resolve inquires and complaints.
- Read, interpret, and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints, and schematics and assist in the review of plans and specifications for new development and capital improvements.
- Understand the occupational hazards and standard safety precautions necessary in the areas of wastewater systems; plan and provide required safety training, PPE, and additional apparatus.
- Use and maintain tools, equipment, and vehicles, related to collections and ensure their safe operation.
- Coordinate assigned services and activities with other City departments and outside agencies and perform related duties and responsibilities inter-departmentally as assigned.

- Operations maintenance, purchasing and rebuilding of pumps, motors, mixers, chemical feeders and other mechanical equipment.
- Operate and maintain vacuum vehicles such as a CAMEL.
- Operations and maintenance of groundwater wells, measuring and control systems, and filtration and exchange units.
- Performs maintenance of plant equipment and facilities.
- Conducts water level measurements and interprets data.
- Loads and unloads chemicals.
- Collects samples for analytical purposes.
- Learns and performs basic and intermediate laboratory analytical techniques on water samples.
- Learns and performs calculations related to dosing, flow rates, and other weights and measures.
- Complies with all safety standards and practices as they pertain to equipment, facility operations and chemical handling.
- Performs procurement duties.
- Performs facilities maintenance including landscaping and vegetation control.
- Performs other duties as assigned.

PREFERRED QUALIFICATIONS:

- New Mexico Class A License (CDL).
- College courses related to position or experience in the wastewater industry.

EMPLOYMENT REQUIREMENTS:

- May require work outside of regular business hours due to 24-hour operation.
- Must be available for emergency response, 24 hours/day, seven days/week.
- Must have a telephone or ready access to a telephone at their residence.
- Must obtain and maintain a Wastewater Operator in Training or higher in 6 months of employment and a Wastewater Operations Level One within 1 year of employment.
- Required to obtain a Wastewater Operator Level One or Wastewater Collections Level One and a New Mexico Class B License (CDL) for advancement opportunities within the Waste Water Treatment Plant.
- Must possess and maintain an insurable New Mexico Class D Driver's License.
- 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:

- Possess and maintain a basic working knowledge of modern office equipment including computers and common software such as Microsoft Word and Excel programs, and GIS mapping systems.
- Communicate clearly and concisely both orally and in writing.
- Foster and maintain positive and harmonious working relationships with internal and external customers.
- Familiar with PC and mobile applications including MS Word, MS Excel, MS PowerPoint, and general internet applications.
- Good organizational skills.
- Knowledge of hydraulics, chemistry, and biology.

NOTE: This position is subject to drug testing both pre-employment and random as set forth in the City of Las Vegas Drug Policy.

APPLICATION PROCEDURE – Interested applicants must submit a City of Las Vegas Employment Application, the employment application is available at:
<https://www.lasvegasnm.gov/general-7-1>

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

Reviewed and approved for publishing by:



Timothy Montgomery, City Manager



Darlene Arguello, Human Resource Director