



CITY OF ELEPHANT BUTTE

P. O. Box 1080

Elephant Butte, New Mexico 87935

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"New Mexico's Diamond in the Desert"

Title: Non-Exempt Full-Time Wastewater Treatment Facility Operator (Level III)

City of Elephant Butte, Sierra County, NM 87935

NPDES #NM 0030864

SBR, extended aeration, UV disinfection

\$17.00-\$20 starting salary with Level III and experience

Full benefits package includes 70% healthcare, PERA, ICMA or PERA Smartsave (optional), 10 paid holidays, annual leave, personal leave, sick leave

Job Description, Duties and Responsibilities—

The job will be a 40 hour work week, which may include time on weekends, holidays, nights and other non-normal work schedule. A rotating weekend shift will be established and implemented.

To operate, monitor, maintain, and trouble-shoot the wastewater treatment facility and its processes, and to maintain a professional work place and grounds.

Work involves responsibility for the technical aspects of plant operations, and underground sewer system. Work is performed with considerable independence under the direction of the Public Works director, subject to review through reports, results achieved and daily logged activities.

Essential Duties and Responsibilities—

All lab work for process control and reporting purposes and may be expected to carry out the lab work independently.

Ability to understand how to properly calibrate lab equipment including but not limited to, handheld and field DO probes, pH probes, certified thermometers, balances, desiccator cabinet, TSS probes, etc.

Must be able to do data entry on a computer and generate formulas into excel and other computer based programs. Word, Excel, PowerPoint, outlook and other Microsoft applications are a necessity.

Daily maintenance of grounds and other facilities, including rinse downs, cutting/spraying weeds and other maintenance on a daily and seasonal basis.

Installation and inspection of new sewer lines and services.

Perform the installation, maintenance and repair of the physical plant and pump stations and all of their components.

Department's representative to the public.

Perform regular and unscheduled maintenance and repairs on all plant equipment and machinery.

On call to respond to emergencies and breakdowns at the plant and pump stations.

Conduct the necessary weekend checks of the treatment plant and water system on a rotating basis.

Perform all work in conformance to Occupational Safety and Health Act regulations.

Maintain open communications with supervisor regarding the treatment process and pump stations operation and malfunctions, as well as make recommendations for repairs and improvements to these systems.

Work Requirements—

Must be able to identify safety hazards and properly avoid placing oneself or others in harm's way, while still accomplishing the jobs at hand.

Be able to perform and document various tests required by State and Federal agencies for the operation of a wastewater treatment plant.

Perform daily checks of the wastewater treatment process and daily checks of pump stations.

Have a working knowledge of the operation, methods and procedures of a wastewater treatment plant.

Have a working knowledge of the machinery used for wastewater treatment and pumping stations.

Have a thorough knowledge of mechanical equipment and the ability to diagnose and correct equipment malfunction.

Have a working knowledge of basic machinery preventive maintenance and repair.

Have a basic knowledge of State and Federal rules governing wastewater discharges and worker's safety.

Have the ability to work with independence and to make routine decisions on the operation of the plant processes and equipment.

Computer and word processing skills.

Training and Experience Required—

Must have a valid NM Level III Wastewater Utility Operator certification

Must have a valid NM driver's license

Must have HS diploma or equivalent

Necessary Special Requirements—

Must be able to travel as needed for job related trainings and as needed for other essential daily activities (lab work, pump repairs, etc.)

Must have good communication skills

Must have good computer skills, and the ability to implement them into the related data entry requirements.

Physical Requirements—

Have the ability to descend and climb a maximum of 30 rungs to access system pump stations or manholes.

Have the ability to lift 100 pounds.

Have adequate respiratory function to utilize a Self-Contained Breathing Apparatus.
Have the ability to detect and differentiate colors, and odors associated with plant operations.
Work in extreme heat or cold for potentially extended periods of time.
Work in awkward positions while bending, twisting, standing or sitting for extended periods of time.

Apply today—

Applications for this job can be found [Here](#) or here

<http://cityofelephantbutte.com/wp-content/uploads/2015/04/Employment-Application.pdf>

For more information feel free to contact:

Jesse Cole
City of Elephant Butte
Director of Public Works

E-mail applications or resumes for review to publicworks@cityofelephantbutte.com