



Village of Taos Ski Valley

Job Description

Job Title:	Public Works Operator Apprentice	Job Code:	419
Division:	Operations	Effective Date:	04/04
Department:	Public Works	Last Revised:	01/16

GENERAL PURPOSE

Performs a variety of trainee, **entry level skilled duties** in the operation of heavy and light equipment in the construction, repair, maintenance, and replacement of various components of the village public works systems, including wastewater treatment plant, wastewater collection, streets and water distribution, practices proper safety routines.

SUPERVISION RECEIVED

Works under general supervision of a Public Works Director, Operations Superintendent or Utilities Superintendent. May take direction from higher level operator.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Apprenticeship: Receives on the job training learning the Village Public Works system and operational protocols, processes, and standard operating procedures. (SOP's)

Treatment Plant: Checks and assures that all stages of the wastewater treatment processes are maintained in working condition; periodically checks pumps, flow, mechanical, organic and chemical processes and pump stations; monitors plant control panels and operation processes including raw pumps, alarms, clarifiers, filters, chlorine building, raw sludge, sludge digesters and generator; ; assures proper maintenance and operation of blowers for production of air for mixing.

Inspects plant head works such as bar screens, grit chambers and mixers; observes and troubleshoots operations to assure proper processing of influent waste and effluent discharge; checks and cleans ultraviolet disinfection equipment; operates valves and pumps necessary to transfer sludge; monitors valving, pumps, gauges, levels, temperatures, dissolved oxygen and processes; records daily readings on various charts and inputs data on software; maintains scum troughs, maintain daily log.

Monitors valves, pumps, gauges, and processes in raw sludge pumping building; makes daily readings and records findings; checks sludge lines and pumps for plugging; cleans pumps as needed; sets sludge pump variable frequency drives as needed to meet changing raw sludge conditions; backwashes sand filtration vessels, maintains equipment and practices good housekeeping.

Trained in the proper sampling and procedures for process control

Performs general equipment maintenance and cleaning; cleans and maintains sludge pumps, ball valves, removes sticks and other obstructions; removes debris clogging grease troughs, operates high pressure cleaning equipment; operates transport trucks to remove and deliver sludge to village sludge site; deposits sludge in drying areas.

Wastewater System: operates a variety of equipment in the construction, operation, repair, maintenance, and replacement of village wastewater collection system and lift stations to control flow and processing of wastewater, sludge, and effluent in order to meet NPDES or other local, state or Federal regulations.

Streets: Operates specialized heavy equipment such as single & tandem axle dump trucks, , front-end loaders, backhoe, snow plow and other similar equipment in the construction, maintenance and repair of various street department projects and sites and drainage inverts; transports and deposits various construction materials such as sand, gravel, dirt, etc.; may perform hot mix patching, storm drain cleaning, repair and construction, snow and ice control, gravel street maintenance, cold mix patching, debris collection, etc.; performs general maintenance functions performs installation and maintenance of village street signs; constructs and maintains manholes; prepares proper barricading for streets, water and related public works projects; performs traffic control at road construction sites and at road emergencies; picks up trash from along roadways, alley ways and public areas within Village limits; trims trees of limbs and branches obstructing signs and causing hazards. Basic road grading and dust application process.

Performs general equipment maintenance and repair to assure safe and proper operation of equipment; maintains gas and diesel equipment; performs tune-ups, replaces fluids and completes oil change; may perform general welding to repair and fabricate parts.

Water Distribution: operates a variety of equipment in the construction, operation, repair, maintenance, and replacement of Village water and storm drainage facilities and systems; performs installation or repair of water service connections, repairs or replaces fire hydrants and plugged water meters; meter cans, meter valves, etc.; repairs water mains and water boxes; thaws frozen lines; connects and disconnects service; searches out shut off valves; repairs water line leaks; assists in placement of pipe and water regulators.

Removes, disassembles, cleans or replaces defective parts of meters, regulators, adjusts PRV's as needed to assure efficient water line service; maintains a variety of records relating to inspections, maintenance activity, water supply, consumption, etc.; monitors telemeter equipment to assure proper operations.

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Operates hand-held meter reader and participates in regular water meter reading projects to determine individual account consumption and preparation of water billings.

Solid Waste: help maintain clean and functional solid waste recycling area

Parks & Recreation: Performs parks and recreation projects in support of local Ski Valley operations; participates in the maintenance and grooming of park properties and equipment; assists with the installation and maintenance of playground equipment; installs boardwalks, maintain trash and public restrooms, portable toilets, etc.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:
 - A. Graduation from high school;
Preferred
 - B. Three (3) years of general work experience in a field directly related to above duties;
OR
 - C. An equivalent combination of education and experience.
 - D. All employees must provide valid proof of Hepatitis B vaccination or be willing to get Hepatitis series vaccine upon employment.

2. Knowledge, Skills and Abilities:

Some knowledge of hazards and precautions associated with plant operations and processes; machinery, materials, and methods of constructing roads, drainage systems, culverts, etc.; safety standards related to road construction; hazards common to heavy equipment operation; equipment maintenance and repair; the standard practices, methods, materials and tools necessary for pipe line construction and repair activities; pipe fitting procedures, pipe classifications and type; the occupational hazards and safety precautions of trench work construction and pipeline maintenance work; construction requirements for water distribution and pumping systems.

Some Skill in the operation of heavy mechanized equipment as required by the position; i.e., dump truck with snow plow, water truck, dozer, bucket truck, street roller, backhoe, forklift, compressor, saws, tamper, saws, pumps, sanders, generators, common hand and power tools, shovels, mechanic tools, loader, scraper.

Ability to tolerate weather extremes in the work place; operate heavy equipment of various kinds under varying conditions; make minor repairs on assigned vehicles, perform heavy physical labor; develop and maintain effective working relationships with co-workers; communicate effectively, both verbally and in writing.

3. Special Qualifications:

Must possess a valid New Mexico Driver's license. A Class B Commercial Driver's License with Hazmat, air brakes and tanker endorsements is desired. . . . Must be willing to work on-call, 24/7.

4. Work Environment:

Tasks require variety of physical activities, and generally involve muscular strain, related to walking, standing, stooping, sitting, and reaching. Daily exposure to hazardous conditions such as: working on high ladders and in manholes; daily potential for hazardous exposure to methane, hydrogen sulfide, and chlorine gases; daily potential for hazardous exposure to oxygen deficient atmosphere; daily exposure to seasonal changes and weather extremes; daily potential for hazardous exposure to electrical shock, industrial wastes and raw sewage (containing pathogens such as typhoid, paratyphoid, dysentery, polio, tetanus, etc.); daily exposure to moving parts and equipment such as pumps, motors, heavy equipment, etc.; daily exposure to stressful environmental conditions such as dust, fumes, dampness, cold, heat, and noise. Essential functions require talking, hearing and seeing. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel required in normal course of job performance.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. _____
Employee Date