

Water Utility Operator/Maintenance Technician

Type of Position: Non-exempt

Reports to: Village Clerk/Manager

Education/Experience:

- High school diploma or high school equivalency credential, such as the General Educational Development (GED) test or High School Equivalency Test (HiSET).

Additional Requirements:

- Ability to perform, with or without reasonable accommodation, physical tasks and activities including but not limited to lifting and carrying objects up to 100lbs, climbing ladders, and operating tools, heavy machinery, and other equipment.
- Attend safety training at the direction of the Village Clerk/Manager.
- Possession of a valid State of New Mexico driver's license with good driving record.
- Basic knowledge of institutional maintenance.
- Basic knowledge of carpentry, plumbing, and electricity.
- Basic knowledge of landscape maintenance.
- Knowledge of the occupational hazards and safety practices in the water maintenance/construction field.
- Knowledge and experience of the operation and mechanics of pumps, wells, electric motors, and related mechanical equipment.
- Ability to learn to adjust and operate chlorinating equipment.
- Knowledge and experience operating heavy equipment.
- Knowledge and experience operating small hand tools and equipment.

Major Tasks and Responsibilities

- Ability to perform Water Utility Operator tasks under close supervision.
- Monitor gauges, meters, and control panels
- Observe variations in operating conditions.
- Check for water leaks at pump and for overheating of pump and motor bearings.
- Interpret meter and gauge readings and test results to determine processing requirements.
- Operate valves.
- Start and stop pumps to control and adjust flow and treatment process.
- Maintain daily/weekly/monthly logs of water systems and records all activity.
- Extract samples and perform routine laboratory tests.
- Work outside and inside, sometimes in inclement weather and sometimes outside of normal business hours.
- Maintain Village street signs.
- Perform snow removal throughout the Village.
- Maintenance and upkeep of all Village facilities and roads.
- Use of GPS units to locate and identify meter boxes and other Village landmarks in GIS mapping system.

- Other duties to be assigned as needed at the direction of the Village Clerk/Manager.