



**JOB ANNOUNCEMENT**  
***General Public Vacancy***  
**OPEN DATE: September 3, 2024 (UPDATED)**  
**CLOSE DATE: Until Filled**

**JOB TITLE:** Operations Supervisor

**PAY RATE:** \$26.00+ (based on experience and certifications)

**DEPARTMENT:** Utilities

**DIVISION:** Wastewater Operations

**SUMMARY:**

Performs under the supervision of the Wastewater Systems Superintendent, under the direction of the Wastewater Systems Manager. Supervises Wastewater Systems staff under the direction of the Wastewater Systems Superintendent. Reports to the supervisor and/or a designated individual holding a Level IV License and/or Operator on Record. The Wastewater Systems Operations Supervisor is a qualified and competent position requiring minimal supervision and minimal direction. Responsible and accountable for his/her decisions and the actions of those under their supervision pertaining to the treatment system. This is a safety sensitive 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. Work is evaluated by the direct observation of the Wastewater Systems Superintendent or Manager. Shall be required to give supervision to others.

**DUTIES AND RESPONSIBILITIES:**

- Operates, monitors and provides direction, under the Superintendents general direction, for a variety of wastewater supply and treatment equipment, system components, taskings and processes such as:
- Perform comprehensive review of treatment 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 treatment staff.
- Inspect and verify work in progress for efficiency and effectiveness, evaluate completed work for accuracy and compliance with applicable standards, regulations, and specifications.
- Independently perform wastewater treatment 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.

- Direct the usage and maintenance of tools, equipment, and vehicles, related to collections, and ensure their safe operation.
- 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.
- Coordinate assigned services and activities with other City departments and outside agencies and perform related duties and responsibilities inter-departmentally as assigned.
- Foster and maintain positive and harmonious working relationships with internal and external customers.
- Communicate clearly and concisely both orally and in writing.
- Operations Maintenance purchasing and rebuilding of pumps, motors, mixers, chemical feeders and other mechanical equipment.
- Procurement.
- Measuring and control systems.
- Filtration and exchange units.
- Daily walk thru the plant, making informed decisions on adjustment to plant.
- Able to understand SCADA system and do adjustments to system.
- Performs maintenance of plant equipment and facilities.
- Conducts wastewater level measurements and interprets data followed by sampling.
- Effluent and Influent understanding biohazards and production.
- Disinfection and treatment of influent and effluent.
- Loads and unloads chemicals.
- Collects samples for analytical purposes.
- 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.
- Understanding and submitting compliance reports associated with permits.
- Ability to perform administrative skills.
- Monitor hauling and injecting sludge.
- Conduct continues training on plant and on safety courses.
- Performs facilities maintenance including landscaping and vegetation control.
- Performs other duties as assigned.

The above essential duties and responsibilities are not intended to be, nor should it be construed, as exhaustive of all responsibilities, skills or competencies associated with this job. A Supervisor holding a Wastewater Level 3 or 4 Certification may make appropriate level process changes per the Operator Certification Regulations (20.7.4 NMAC) and Wastewater Treatment Plant Superintendent or Managers approval.

**MINIMUM JOB QUALIFICATIONS:**

- Familiar with PC and mobile applications including MS Word, MS Excel, MS PowerPoint, and general internet applications.
- Have good communication (both written and verbal) and organizational skills.
- 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.

**EMPLOYMENT REQUIREMENTS:**

- 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 their residence.
- Must hold and maintain a current New Mexico Wastewater Operator Level 3 Certification. New Mexico Wastewater Operator Level 4 Certification is preferred.

- New Mexico Wastewater Operator Level 4 Certification is required for advancement.
- Valid New Mexico Class D Driver's License, with insurable driving record.
- Recommend Class A CDL.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Four years' experience in the wastewater utility industry, or a combination of relatable college and experience.
- Intermediate math skills.
- Knowledge of hydraulics, chemistry and biology.
- Trustworthy; strong personal integrity.
- Demonstrates strong level of accountability and ownership.
- Collaborative/team oriented.
- 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.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

**Sitting**

Frequent requirement of the job. Examples of tasks performed during sitting may include:

- Filling out reports.
- Logging of daily work.
- Answering telephones.
- Reviewing manuals.

**Walking**

Frequent requirement of the job. Examples of tasks performed during walking may include:

- Opening valves.
- Walking around facility.
- Maintenance of equipment.
- Verifying plant status.
- Checking clarifier levels.

**Standing**

Frequent requirement of the job. Examples of tasks performed during walking may include:

- Observing aeration basin.
- Checking pumps, motors, valves.

**Sprinting/running**

Not applicable

**FLEXIBILITY:**

- Bending/twisting at the neck more than average is an essential requirement of the job.
- Bending/twisting the trunk more than average is an occasional requirement of the job.
- Squatting/ stooping/kneeling is an occasional requirement of the job.
- Reaching above the head is an occasional requirement of the job.
- Reaching forward is an occasional requirement of the job.
- Repetitive motions are an essential requirement of the job.

**ACTIVITIES:**

- Climbing is an essential requirement of the job.
- Hand/grip strength is an essential requirement of the job.
- Driving on the job is an essential requirement of the job.

**USE OF ARMS AND HANDS:**

- Manual dexterity is an essential requirement of the job.
- Finger dexterity is an occasional but essential requirement of the job.

**LIFTING:**

- Lifting of items that weigh 10-25 lbs is an essential requirement of the job.
- Lifting of items that weigh 26-50 lbs is an essential requirement of the job.
- Lifting of items that weigh 51-75 lbs is an occasional requirement of the job.
- Lifting of items that weigh 76-90 lbs is an occasional requirement of the job.
- Examples of items that weigh between 26-50 lbs and 51-75 lbs are:
  - Bag of Salt
  - Electric Actuator
  - Copper Sulfate
  - Valve Key
- Examples of items that weigh 76-90 lbs are:
  - Bag of Concrete

**PUSHING/PULLING:**

- Pushing/pulling of items that weigh between 25-50 lbs, 50-75 lbs, 75-90 lbs and over 90 lbs are an occasional requirement of the job.
  - Drum of Poly or Alum: Use a drum dolly to move.

**CARRYING TASKS:**

- Carrying of items that weigh between 10-25 lbs, 25-50 lbs and 50-75 lbs is an occasional requirement of the job.
- Carrying of items that weigh between 75-90 lbs and over 90 lbs are seldom requirements of the job.
- Items over 50 lbs are carried a distance of 7-25 feet.
- Examples of items over 50 lbs that are carried are:
  - Valve
  - Anthracite

**WORKING CONDITIONS:**

Working conditions are the physical surroundings of an employee in a certain job.

- Working inside is a frequent requirement of the job.
- Working outside is a frequent requirement of the job.
- Working in temperature below 32 degrees is a requirement of the job.
- Working in temperature above 90 degrees is a requirement of the job.
- Walking on slippery surfaces is a requirement of the job.
- Working over 6 feet off the ground is an occasional requirement of the job.
- Working in confined spaces and/or cramped body positions is a requirement of the job.
- Working in loud noise areas where you have to raise your voice to be heard is a requirement of the job.
- Close exposure to VDT's, CRTs or UV rays other than sunlight is a seldom risk.
- Exposure to sunlight is a frequent risk of the job.

- Handling or being in machinery that is vibrating is a requirement of the job.
- Working where there are sudden temperature changes of greater than 50 degrees is an occasional risk of the job.
- Working where there are sudden changes in air pressure or very high or low air pressure is an occasional risk of the job.
- Minor injury is a continuous risk of the job.
- Risk of being bitten by animals or insects is continuous to the job.
- Exposure to infection is a continuous risk of the job.
- Exposure to silica or asbestos dust is a seldom risk of the job.
- Exposure to environmental allergens is a continuous risk of the job.
- Contact with oils or other petroleum products is an occasional requirement of the job.
- Exposure to solvents, degreasers, pesticides and/or herbicides is an occasional requirement of the job.
- Exposure to gases, fumes, sprays is an occasional but essential requirement of the job.
- Meeting deadlines with severe time constraints is an essential requirement of the job.
- Interacting with the public, other workers, etc. is an essential requirement of the job.
- Irregular or extended work hours are essential requirements of the job.
- Working alone is an occasional but essential requirement of the job.
- Direct responsibility for the safety, well-being or work output of other people is a continuous requirement of the job.
- Multiple demands from several people are seldom requirements of the job.

**PHYSICAL ABILITIES/ACTIVITIES:** Physical abilities and activities are the physical activities and sensory perceptions that are essential to the job.

**VISION:**

- Seeing objects/persons at a distance is a continuous requirement of the job.
- Seeing close work such as typed or handwritten material is a continuous of the job.
- Being able to tell differences among colors is a continuous requirement of the job.
- Having very good spatial awareness is a continuous requirement of the job.

**HEARING:**

- Hearing conversation in a quiet environment is a continuous requirement of the job.
- Hearing conversation in a noisy environment is a continuous requirement of the job.
- Ability to tell where a sound is coming from is a continuous requirement of the job.
- Hearing differences among bells, buzzers, beeps, horns, etc. is a continuous requirement of the job.

**SPEECH/COMMUNICATION:**

- Communicating through speech is a continuous requirement of the job.

**USE OF PERSONAL PROTECTIVE EQUIPMENT:**

- Personal protective equipment is a frequent and continuous requirement of the job.
- A mask is an occasional but essential requirement of the job.
- A respirator is an occasional but essential requirement of the job.
- Gloves are an occasional but essential requirement of the job.
- Steel toed shoes are continuous requirement of the job.
- A body suit is an occasional but essential requirement of the job.
- A filter respirator is an occasional but essential requirement of the job.
- Ear plugs/muffs are an occasional but essential requirement of the job.
- A face shield is an occasional but essential requirement the job.

- A chemical apron is an occasional but essential requirement of the job.
- A safety harness is an occasional but essential requirement of the job.
- A hand held radio is an occasional but essential requirement of the job.
- A safety vest is an occasional but essential requirement of the job.
- Flotation (life) vest is an occasional but essential requirement of the job.
- Waders are an occasional but essential requirement of the job.

**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](mailto:consuelo@lasvegasnm.gov)

**Reviewed and approved for publishing by:**



Timothy Montgomery, City Manager



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