



**INTERNAL /
EXTERNAL**

JOB POSTING

WATER OPERATOR FULL-TIME REGULAR

Title: Water Operator

Salary: DOE

Department: Water Department

Supervision Received: Water Supervisor

Supervision Exercised: None

GRADE:

FLSA: Non-Exempt

BARGAINING: Bargaining

Revised: 09/13/2021

SUMMARY OF DUTIES: Performs a variety of working level semi-skilled duties related to the water system(s), construction, installation, maintenance, and general environmental protection. Minimum of a Water Level Certification required.

ESSENTIAL DUTIES:

- Follows policies and procedures as set forth by the City of Belen.
- Performs routine duties within the water department; assists with construction and maintenance of water systems; performs simple janitorial work; assures proper installation and maintenance of water systems equipment.
- May assist in the installation of water systems; selects line sizes, spacing, and type of control equipment; installs, tests and maintains system(s) utilizing low operating features.
- May operate water department heavy equipment such as; backhoe, tractor truck, dump truck, pumper truck, etc.
- Monitors and makes necessary adjustments at water wells.
- Assists at water breaks/Sewer Breaks / Sewer Back Up to make necessary repairs.
- May perform general repair and clean up duties after water breaks.
- May perform various seasonal duties such as; snow removal; water line winterization, etc.
- Reads and installs community water utilization meters.
- Scheduled for on call on off-hours.
- Assists with City functions.
- Performs other duties as assigned.

QUALIFICATIONS

- Graduation from high school or GED; plus, one-year additional education.
- Currently hold and maintain a minimum of a Water Level I Certification.
- One-year experience in water department work.
- A valid New Mexico's driver license required.
- Good oral and written communication skills.
- Ability to establish and maintain working relationships with co-workers, supervisors, and other City personnel and the public.
- Ability to work independently and to complete daily activities according to work schedule with minimal supervision.
- Must complete a background investigation.
- Must pass drug and alcohol test and subsequent random testing.

EQUIPMENT USED: Knowledge to include use of common hand and power tools, maintenance and use of motor equipment, two-way radios, ladders, work tools (shovel, pick, screwdrivers, wrenches, & pliers, etc.), street and water equipment and maintenance (heavy) equipment.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to read, write, walk, sit, talk, or hear. The employee is frequently required to use hands or fingers to handle, feel or operate equipment and reach with hands and arms. The employee is required to push, pull, stoop, bend or kneel. The employee must occasionally lift up to 60 pounds and move up to 60 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: While performing the duties of this job, the employee works both inside, but mostly outside in varying weather conditions including cold, hot, wet and/or humid conditions. The noise level in the work environment varies depending on activities scheduled; may be extremely quiet to extremely noisy.

City of Belen Disclaimer: The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities, requirements or knowledge, skills and abilities.

Applications and job description available at Belen City Hall, 100 South Main, and on the city's web site. <http://www.belen-nm.gov/>. Please call the Human Resources Department at 505-966-2742 for more information.

APPLICATIONS WILL ONLY BE ACCEPTED THRU FRIDAY, OCTOBER 1, 2021

The City of Belen is an Equal Employment Opportunity Employer and a Drug Free Workplace Employer. All final candidates are subject to a pre-employment drug test, and employment background check.