

**JEMEZ SPRINGS DOMESTIC WATER ASSOCIATION
PO BOX 123
JEMEZ SPRINGS, NEW MEXICO, 87025**

EMPLOYMENT OPPORTUNITY

Senior Water Operator

POSITION DESCRIPTION

The Jemez Springs Domestic Water Association is seeking to employ a highly motivated individual as a Senior Water Operator. This employee must demonstrate the initiative and ability to train, develop the skills, knowledge and experience to independently operate and maintain the system infrastructure and ensure compliance with all governing health, safety and environmental requirements.

The Senior Water Operator is responsible to and takes direction from the Board of Directors for overall guidance and management for the installation, maintenance, repair and operation of the water distribution system in full compliance with the Safe Drinking Water Act.

JOB DUTIES

1. Perform the installation, maintenance and repair of system equipment, such as treatment equipment, tanks, pumps, valves, meters, transmission and distribution lines.
2. Provide emergency remedial action on a 24-hour, seven-day-a-week basis.
3. Obtaining and maintaining federal and state required Small Water System Operator Certifications commensurate with experience and system knowledge. Must partake in continuing education to maintain certifications.
4. The Senior Water Operator will develop, train and supervise an Assistant Water Operator.
5. Understand the Health, Safety and Environmental operating requirements to maintain compliance with all governing standards. Perform water sampling as certifications are acquired.
5. Develop the knowledge and working experience of the system operations valves and line bypass systems.

6. Learn, understand and apply the knowledge to operate the system Pressure Reducing Valve infrastructure.
7. Take the initiative to thoroughly understand the operation and maintenance of the system chlorination and arsenic treatment systems.
8. Administer the system GPS management database (Diamond Maps) This includes documenting all system infrastructure and ensuring that the components are recorded and easily identified within the GPS maps system.
9. Develop the experience and knowledge operating the System Water tank storage inventory. Ensure that the tanks have functional level reading sensors and understand their operation and action level trigger points to maintain high levels of water storage.
10. Must prepare and manage a priority list of work tasks and assignments that contribute to and demonstrate improvements to the systems operability. Report to the Board on System Health monthly.
11. Maintain the JSDWA vehicle, storage facilities and parts inventory to acceptable standards. Maintain an adequate supply of inventory to ensure availability of parts for emergency situations. Must ensure that the communication equipment is always functional and ready for use. Maintain the security equipment to ensure continuous surveillance of plant sites.

POSITION REQUIREMENTS

1. All employees are representatives of the Jemez Springs Domestic Water Association and while on duty, shall conduct themselves in a manner which maintains the high standards of the Association.
2. High School Diploma or GED
3. Must be a qualified Water Operator 1 or higher or be able to obtain the first certification within 18 months of employment. Continue to obtain next level certifications as soon as experience and requirements allow. The ultimate goal is to obtain Operator Level 4 certification.
4. Reasonable computer and or writing skills to manage and administer the Diamond Map Database, compose workorders in the system and develop Maintenance plans.
5. Plumbing and piping experience required. Must have a thorough working knowledge of the materials of trade necessary to perform the installation, maintenance and repair of JSDWA infrastructure.

6. Must be customer oriented and demonstrate the skills and professionalism necessary to follow through with customer concerns and deliverables in a timely manner.
7. Demonstrate the ability to multitask and manage competing priorities.

GENERAL

This position is a salaried position. Starting salary will be commensurate with experience and current certifications.

Benefits include most Federal holidays, Personal Time Off (PTO) and other options all negotiable.