



CORRECTIONAL OFFICER SPECIALIST – WASTEWATER

General Summary

Correctional Officer Specialists work within a specific operations and maintenance specialty, in addition to working as a Correctional Officer. This is a skilled position that oversees operating and controlling wastewater treatment plant, equipment, and processes. Employee is responsible for seeing that all equipment and processes are operating properly.

Correctional Officer Specialist – Wastewater

Jobcode: PCSU11

Pay Band: CB

FLSA Status: Non-exempt

Distinguishing Characteristics

This is the sole level of the Correctional Officer Specialist – Wastewater position.

Recommended Education and Experience for Full Performance

High School Diploma or equivalency and two (2) years' experience in the operation of a wastewater treatment plant.

Minimum Qualifications

High School Diploma or equivalency and one (1) year experience in the operation of a wastewater treatment plant.

Essential Duties and Responsibilities*

- Operates and monitors all wastewater treatment plant equipment including, but not limited to, tanks, generators, clarifiers, sand filters, neutralizing filters, oxidizing filters, activated carbon filters, demineralizers, degasifiers, centrifuges, and sludge dryers.
- Supervises inmates when required.
- Takes periodic samples to monitor chemicals.
- Reads and records meter and gauge readings.
- Reports malfunctioning equipment, and may perform minor maintenance.
- Prepares and dispenses chemicals.
- Performs other related work as required.
- May oversee the operation of the treatment plant, including:
 - Completion of shift operations paperwork;
 - Assigning areas of responsibility;
 - Logs any leave requests in appropriate book, and fills any necessary overtime;
 - Directs and assists in equipment re-assignment because of malfunction or other need; and
 - May be required to supervise inmates' work and perform the duties of other trades, as required.

Bargaining Unit: Correctional Officer Specialist Wastewater: May be represented.

Statutory Requirements: None.

Conditions of Employment: This position is safety sensitive. Employment is subject to a pre-employment and random drug testing in accordance with all terms and conditions of federal and state rules and regulations regarding alcohol and/or drug testing. In addition, candidates must pass pre-employment Academy screening. Successful completion of the New Mexico Corrections Academy within one (1) year of hire is required. Must

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possess and maintain a valid New Mexico Driver's License. The applicant must be a U.S. citizen, must be at least 18 years old, have a least a high school education or its equivalent, be of good moral character, have not been convicted of a felony in the courts of this or any state or in the federal courts, and successfully pass any physical and aptitude examination the department may require. Employment is subject to a pre-employment background investigation and is conditional pending results.

Working Conditions: Work is performed in a prison setting with inmate contact and supervision of inmates.

Established: 4/27/2016

Revised:

**Essential Duties and Responsibilities are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of duties. Classification description subject to change. Please refer to SPO website (www.spo.state.nm.us) to ensure this represents the most current copy of the position.*