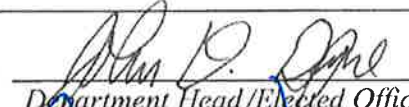
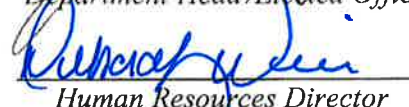


**DOÑA ANA COUNTY
JOB DESCRIPTION**

POSITION TITLE: Flood Warning System Operator Aide		PAY GRADE: B23
DEPARTMENT: Flood Commission	FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	
REPORTS TO: Flood Warning System Operator	LEAD: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
BARGAINING UNIT: N/A	SUPERVISOR: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
APPROVED:  _____ <i>Department Head/Elected Official</i>		<u>7/18/2019</u> Date
 _____ <i>Human Resources Director</i>		<u>7/22/19</u> Date

I. PURPOSE SUMMARY. Under direction of the Flood Warning System Operator, assists with the operation and maintenance of the Flood Warning System.

II. ESSENTIAL DUTIES.

Operate the Flood Warning System: Use web interface daily to check systems, components and data. Monitor and set alarms and alerts. Setup links and dashboards on the website.

Install weather stations, repeaters and telemetry equipment: Field Verification of radio coverage at site, calibrate the sensors on the equipment and choose site locations for new weather stations.

Maintain weather stations, repeaters and telemetry equipment: Perform semi-annual site inspections. Clean and calibrate equipment sensors. Repair or replace equipment as necessary. Use inventory system to track parts and work orders.

Demonstrate and train others on the system.

III. ADDITIONAL DUTIES. Other duties may be assigned.

IV. QUALIFICATIONS.

A. Education. High School diploma supplemented by technical or vocational training

B. Experience. One or two years related experience and/or training with computer hardware or software

C. Education/Experience substitution. In accordance with County policy

D. Licenses/Certifications. New Mexico Driver's License required

E. Other (e.g., post-offer medical exam, polygraph, background check, driver's license record, etc.).

1. KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION:

Skill in reading and interpreting maps, electrical diagrams and specifications.

Skill in assessing and prioritizing multiple tasks, projects and demands.

While performing the duties of this job, the employee must be able to read and comprehend simple instructions; short correspondence and memos; safety rules; operating and maintenance instructions, and procedure manuals. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Skill in operating a personal computer utilizing a variety of specialized software.

Knowledge of use, operation, calibration, and maintenance of a variety of specialized electronics equipment and control systems.

2. FREEDOM TO ACT.

Assignments are made by defining objectives, priorities and deadlines. The position handles problems and deviations in accordance with instructions, policies, previous training or accepted practices. Work is reviewed for conformity to policy and requirements.

3. GUIDELINES AND JUDGMENT.

The number and similarity of guidelines and work situations require the employee to use judgment in locating and selecting the most appropriate guidelines, reference and procedures and for application and in making minor deviations to adapt to specific cases. Where existing guidelines cannot be applied, or significant deviations from the guidelines are proposed, supervisory assistance is required.

4. PHYSICAL DEMANDS.

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces, recurring bending, kneeling, crouching, crawling, stooping, stretching, reaching, or similar activities; or recurring lifting of moderately heavy items. The work may require specific, but common, physical characteristics and abilities such as above average agility and dexterity.

5. WORK ENVIRONMENT.

Essential duties are performed in a combination of indoors and outdoors. When working indoors is under temperature controlled conditions, outdoors is under various weather conditions. Employee is required to drive throughout the County to perform installations, inspections and maintenance of weather gauges.

6. SUPERVISORY RESPONSIBILITY.

No supervision is exercised. The position is responsible for its own work.

V. EMPLOYEE ACKNOWLEDGEMENT:

I have read my Job Description and understand my assigned responsibilities, and have been given a copy of this Job Description. I have also received a copy of the Personnel Policies and Procedures Handbook, and understand that I am responsible for reading and following all relevant policies and procedures outlined in it. I also certify by my signature below that I am able to perform the essential functions of this Job Description with or without reasonable accommodation.

Accepted by: _____
Employee *Date*