PRINCIPAL ENGINEER

Summary
Manage various engineering projects in support of assigned capital improvement projects, private development, cross connection program, and day-to-day operations and maintenance of water distribution, wastewater collection or assigned facility. Supervise staff responsible for performing a wide variety of professional engineering work.

Minimum Education and Experience
Bachelor's degree, from an accredited College or University with major course work in Engineering, plus six (6) years Professional Engineering experience to include four (4) years supervisory experience in a management and/or administrative capacity.

Position Requirements
- Licensed as Professional Engineer
- Must Possess a New Mexico Professional Engineering License within 1 year of hire
- Possess a Valid New Mexico Driver's License or a Valid Driver's License from another State converted to New Mexico within 1 month
- Driving Record consistent with being issued an Authority Operator Permit by Risk Management
- Depending on location or if assigned to a safety position must submit to ozone medical exam prior to hire and at least every 3 years after hire.

Salary Range
$74,401.60 – $98,196.80 Annually
HUMAN RESOURCES ANALYST 1

Department: Human Resources
Posted on: November 30, 2020
Closing on: December 15, 2020
Location: Civic Plaza

Summary
Perform a variety of Human Resources activities in support of the Human Resources Division including employee classification, compensation, employment, worker's compensation, and labor relations. Provide information and assistance to managers, employees and the general public regarding Human Resources activities, policies and procedures.

Minimum Education and Experience
Bachelor's degree from an accredited college or university in Human Resources, Public Administration, Business Management or a related field, plus two (2) years of professional Human Resources experience in the field of classification/compensation, recruitment, discipline, workers comp, FMLA, light duty coordination, or employee relations.

Experience such as described in the job description may substitute for education on a year for year basis.

Position Requirements
- Possess a Valid New Mexico Driver's License or a Valid Driver's License from another State converted to New Mexico within 1 month
- Driving Record consistent with being issued an Authority Operator Permit by Risk Management

Preferred
- PHR, SPHR or SHRM-CP certificate

Salary Range
$23.61 – $28.20 Hourly
REQ-0000000205

OFFICE SPECIALIST 1

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<td>December 7, 2020</td>
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Summary

Perform a wide variety of routine clerical duties in support of an assigned function. Develop and input correspondence and data into a computer terminal. Assist and inform the public on division policies and procedures. Assist with basic sorting, filing, copying and/or clerical accounting activities.

Minimum Education and Experience

High School Diploma or GED, plus two (2) years of clerical experience.

Experience such as described in the job description may substitute for education on a year for year basis. Typing 25 word per minute preferred.

Position Requirements

- Possess a Valid New Mexico Driver's License or a Valid Driver's License from another State converted to New Mexico within 1 month
- Driving Record consistent with being issued an Authority Operator Permit by Risk Management

Salary Range

$13.24 – $13.24 Hourly
O/M SUPERINTENDENT DRINKING WATER

Summary
Manage drinking water operations and maintenance activities including water distribution, operation and/or maintenance of ground water treatment facilities. Ensure compliance with state and federal environmental regulations relating to public health and welfare.

Minimum Education and Experience
Bachelor’s degree in Water Technology, Engineering or a related field, plus five (5) years of water, wastewater operation and maintenance experience, to include two (2) years supervisory experience.

Position Requirements
- Possess a New Mexico Water Level IV Certificate
- Possess a Valid New Mexico Driver’s License or a Valid Driver’s License from another State converted to New Mexico within 1 month
- Driving Record consistent with being issued an Authority Operator Permit by Risk Management
- Annual Audiogram is required if assigned to Plant Groundwater
- Depending on location, must be able to pass respiratory clearance exam prior to hire and at least every 3 years after hire. Also depending on location, must be able to pass respirator FIT Test within 30 days of hire and annually thereafter.
- Must submit to Ozone medical exam, as appropriate to the job position, prior to hire and at least every 3 years after hire.

Salary Range
$31.14 – $37.22 Hourly