REQ-0000000125

CUSTOMER CARE ASSISTANT

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<th>Department:</th>
<th>Posted on:</th>
<th>Closing on:</th>
<th>Location:</th>
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<tbody>
<tr>
<td>Customer Services &amp; Billing</td>
<td>February 28, 2020</td>
<td>March 16, 2020</td>
<td>Civic Plaza</td>
</tr>
</tbody>
</table>

**Summary**

Customer Care Assistants provide professional and courteous customer assistance to the public related to water and sewer services, fees and billing.

**Minimum Education and Experience**

High School Diploma or GED, plus two (2) years of call center, records and billing experience or related customer service experience.

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

**Position Requirements**

- Must have Passed the New Mexico Department of Workforce Solutions Typing Test at 25 Words Per Minute
- 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

This position requires the Following Minimum Work Key Scores:

- Applied Math (3)
- Reading for Information (4) or Workplace Documents (4)
- Graphic Literacy (4) or Locating Information (4)

**Preferred**

- Bilingual Skills

**Salary Range**

$14.07 – $14.07 Hourly
CONSTRUCTION INSPECTION SUPERVISOR

Summary
Supervise, assign, plan and evaluate staff engaged in construction inspection activities and operations including contract, specification and ordinance enforcement.

Minimum Education and Experience
Associate's degree from an accredited college or university in Construction or Building Trades, Engineering or a related field, plus five (5) years experience in engineering and/or building and construction, inspection, code compliance or related experience to include one (1) year of supervisory or technical lead experience in an administrative capacity.

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

Salary Range
$22.25 – $26.58 Hourly
**HEAVY EQUIPMENT OPERATOR (SS)**

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<tbody>
<tr>
<td>WW SAF</td>
<td>February 21, 2020</td>
<td>March 9, 2020</td>
<td>Access Rd</td>
</tr>
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</table>

**Summary**
Operate and maintain heavy, motorized equipment used in Earth moving and composting operations in a safe and efficient manner.

**Minimum Education and Experience**
High School Diploma or GED plus six (6) years of heavy equipment operation and maintenance experience.

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

**Position Requirements**
- Possess a New Mexico Commercial Driver's License - Class A
- Driving Record consistent with being issued an Authority Operator Permit by Risk Management

**Salary Range**
$22.85 – $22.85 Hourly
REQ-0000000120

ELECTRONICS TECHNICIAN

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<tbody>
<tr>
<td>WW Mechanical</td>
<td>February 21, 2020</td>
<td>March 9, 2020</td>
<td>2nd Street</td>
</tr>
</tbody>
</table>

Summary
Program, test, maintain, repair and install electronic, electrical and mechanical industrial control systems. Plan and implement preventive maintenance schedules for assigned equipment.

Minimum Education and Experience
Associate's degree in Electronics, Electrical Engineering, Instrumentation or a related field, plus five (5) years electronic systems installation, maintenance and repair experience.

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
- 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
$28.48 – $28.48 Hourly
REQ-0000000119

SCADA SYSTEMS SPECIALIST

Department:        Posted on:          Closing on:        Location:
WW Mechanical     February 21, 2020    March 16, 2020    2nd Street

Summary

Perform a broad range of complex, vertically integrated systems administration duties in the implementation and maintenance of Supervisory Control And Data Acquisition (SCADA), Programmable Logic Controllers (PLCs), software and peripheral equipment.

Minimum Education and Experience

Bachelor’s degree from an accredited college or university with major coursework in Engineering, Information Systems, Computer Science or a related field, plus five (5) years experience in SCADA System or Industrial Control Systems implementation and maintenance.

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
- 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.

Preferred

- Experience with PLCS or SCADA Systems
- SCADA server with virtualized hardware and software (VMWARE) environment.
- Telemetry and hardwired Ethernet communication protocols for PLC to SCADA server data transfer and communications.

Salary Range

$22.25 – $29.00 Hourly
REQ-0000000105

SYSTEMS ANALYST II

Department: Information Technology
Posted on: February 20, 2020
Closing on: Open Until Filled
Location: 2nd Street

Summary
Systems Analyst II is a full journey level class in the Systems Analyst series. Analyze user requirements, procedures, and problems to automate business processes or improve existing computer systems including very complex systems in a shared environment or with extensive multiple client interaction.

Minimum Education and Experience
Bachelor's degree from an accredited College or University in Information Systems, Computer Science or a related field, plus six (6) years of software applications analysis, design, programming and implementation and project management experience.

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

Salary Range
$30.53 – $36.49 Annually
ADMINISTRATIVE SPECIALIST - P

Summary
Perform a variety of highly responsible and complex administrative support functions for an assigned division. Oversee and direct office activities. Act as a liaison between the Water Authority and outside agencies and the general public.

Minimum Education and Experience
Associate's degree in Business Administration or two (2) year technical certificate in Office Administration or related field, plus four (4) years of administrative office support experience.

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

Salary Range
$16.85 – $20.15  Hourly
WATER QUALITY LABORATORY SUPERVISOR

Department: Laboratory
Posted on: February 18, 2020
Closing on: March 2, 2020
Location: 2nd Street

Summary
Supervise, plan, coordinate and monitor Water Quality Laboratory staff, activities and operations including laboratory analyses, workload management, special projects, and report preparation. Ensure compliance with State and Federal environmental regulations relating to public health and welfare.

Minimum Education and Experience
Bachelor’s degree from an accredited College or University with major course work in Biology, Chemistry or a related field, plus four (4) years of water quality laboratory testing and analysis experience including two (2) years supervisory experience in a management and/or administrative capacity. Four (4) years of relevant technical lead experience in a production laboratory environment may be substituted for the required two (2) years supervisory experience.

Shift will be Sunday through Thursday. Experience such as described in the job description may substitute for education on a year for year basis.

Position Requirements
• Must obtain a NM Wastewater Laboratory Technician Level III Certification within six (6) months
• 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
$26.57 – $31.76 Hourly
REQ-0000000118

INTERN-SEASONAL

**Department:** Water Conservation
**Posted on:** February 18, 2020
**Closing on:** March 2, 2020
**Location:** Civic Plaza

**Summary**
Perform field inspections primarily during early morning and/or late evening hours and on weekends. Drive a Water Authority vehicle, use video equipment and enter data in a database to document water waste.

**Minimum Education and Experience**
High School Diploma or G.E.D.

**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**
- Customer Service experience desired

**Salary Range**
$10.00 – $16.00 Hourly
REQ-0000000116
SYSTEMS ANALYST II

Department: Information Technology
Posted on: February 7, 2020
Closing on: Open Until Filled
Location: Compass Bank

Summary
Systems Analyst II is a full journey level class in the Systems Analyst series. Analyze user requirements, procedures, and problems to automate business processes or improve existing computer systems including very complex systems in a shared environment or with extensive multiple client interaction.

Minimum Education and Experience
Bachelor's degree from an accredited College or University in Information Systems, Computer Science or a related field, plus six (6) years of software applications analysis, design, programming and implementation and project management experience.

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
• Preferred knowledge of Unix, PL/SQL and Oracle Customer Care and Billing software.

Salary Range
$63,502.40 – $75,899.20 Annually