PAYROLL TECHNICIAN

Summary
Performs all duties associated with maintaining the Authority's payroll records and payroll system. Verify and process payroll and be accountable for City, State and Federal payroll compliance and reporting requirements including but not limited to IRS, PERA, State of New Mexico and Department of Labor. Verify and process payroll transactions for all Authority employees.

Minimum Education and Experience
Associate's degree in Accounting, Business or related field and three (3) years accounting/direct payroll 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
- Experience with a Government entity and PERA affiliated employer
- Experience with KRONOS Timekeeping System
- FCP or CCP credentials

Salary Range
$20.55 – $25.54 Hourly
REQ-0000000139

O/M SUPERVISOR - SAF

Department: WW SAF
Posted on: August 21, 2020
Closing on: August 28, 2020
Location: Access Rd

Summary
Plan, coordinate, assign, review and participate in the operations and maintenance of a bio-waste composting and recycling facility. Ensure compliance with state and federal environmental regulations relating to public health and welfare.

Minimum Education and Experience
Associate’s degree or a two (2) year Technical Certification in Environmental Technology, Sanitary Technology or related field, or two (2) years of training in wastewater or water collection system maintenance plus five (5) years of water or wastewater operations and maintenance experience including one (1) year direct 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 New Mexico Commercial Driver’s License - Class A
• Must Possess a Compost Facility Manager Certificate Within 1 Year
• Driving Record consistent with being issued an Authority Operator Permit by Risk Management

Preferred
• Possession of a NM Water Level III or a NM Wastewater Level III
• Experience with organic waste composting

Salary Range
$22.25 – $27.11 Hourly
REQ-0000000169

WASTEWATER STATIONS TECHNICIAN

Department: Lift Station Operations
Posted on: August 18, 2020
Closing on: September 1, 2020
Location: 2nd Street

Summary
Perform general maintenance in support of Water Authority's wastewater collection systems. Learn to perform and assist Wastewater Station Operators with service or repairs to equipment.

Minimum Education and Experience
High School Diploma or GED and one (1) year utilities work experience in wastewater collection systems, treatment plant operations, treatment plant maintenance or one year college coursework in water utility operations or a related field.

Experience such as described in the job description may substitute for education on a year for year basis. The following WorkKeys are preferred: - Workplace Observation (2) - Locating Information (4) or Graphic Literacy (4) - Reading for Information (5) or Workplace Documents (5)

Position Requirements
• Completion of Water Authority Utility Maintenance Mechanic I, Treatment Plant Operator I, or Wastewater Worker I Certificate. Possession of NM Collection Systems I or Wastewater Systems I may substitute for possession of Water Authority Training Certificate; selected candidate must complete one of the listed certificates within six (6) months.
• Must Possess or Ability to Obtain a First Aid Certificate
• Must Possess or Ability to Obtain a CPR 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
• Must be able to pass respiratory clearance exam prior to hire and at least every 3 years after hire. Must be able to pass respirator FIT Test within 30 days of hire and annually thereafter.

Salary Range
$19.57 – $19.57 Hourly
REQ-0000000150

WATER QUALITY SPECIALIST COMPLIANCE

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<tr>
<td>Water Quality</td>
<td>August 18, 2020</td>
<td>September 7, 2020</td>
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Summary
Protect the public health by conducting water quality monitoring and performing related technical duties to assure compliance with drinking water, waste water, and/or water quality regulations.

Minimum Education and Experience
Associate’s degree or technical school training degree with major course work in Physical or Life Science, Chemistry, Water Utility Operations, or related field; plus, three (3) years environmental, laboratory or water utility experience.

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

Position Requirements
- When assigned to NPDES program, must possess a NM Wastewater Level III and obtain a NM Wastewater Level IV within one (1) year
- When assigned to drinking water program, must possess a NM Water Level III and obtain a NM Water Level IV within one (1) year
- 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
- Monitoring experience in drinking water and/or waste water

Salary Range
$20.95 – $25.04 Hourly
OFFICE SPECIALIST 1

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.

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
$14.35 – $14.35 Hourly
REQ-0000000167

TRAINING SPECIALIST

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<td>Human Resources</td>
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Summary

Develop, coordinate and implement all in-house training activities in conjunction with the training advisory committee. Conduct research, develop curricula, implement specialized training classes and evaluate current training programs. Perform a variety of professional and technical tasks in support of assigned area of responsibility.

Minimum Education and Experience

Associate's degree from an accredited College with major course work in Organizational Training, Water/Wastewater Technology, Construction Management, Business Technology or a related field, plus five (5) years experience in any combination of the following fields, organizational training, educational teaching, water/wastewater technology or construction management.

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

Position Requirements

- Must Possess a New Mexico Water Level IV Certificate for Line Maintenance
- Must Possess a New Mexico Wastewater Level II Certificate or a New Mexico Collections System II Certificate for Wastewater Line Maintenance
- Must Possess a New Mexico Water Level IV Certificate for Assignment at Surface Water Treatment Plant
- Must Possess a New Mexico Wastewater Level IV Certificate if Assigned at Water Reclamation Plant
- 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.
- 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

$24.07 – $29.34 Hourly
REQ-0000000147

SYSTEMS ANALYST I

Summary
Systems Analyst I is the mid-level in the Systems Analyst job series. Perform routine assistance in facilitating the introduction and maintenance of management information service for the Water Authority's operations. Perform a variety of routine Systems Analysis duties in the design, implementation and maintenance of management information systems and supporting computer hardware and software applications. Perform a variety of routine technical tasks relative to assigned area of responsibility.

Minimum Education and Experience
Bachelor's degree from an accredited college or university with major course work in Information Systems, Computer Science or related field, plus four (4) years of software applications analysis, design, programming, 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
- Knowledge of website management tools, and ability to determine client website needs and requirements. Coordination with content providers, management and business owners. Knowledge of HTML, Javascript, PowerShell, Graphics, Cascading Style Sheets and PHP as well as SEO skills. Candidate will oversee activity pertaining to the maintenance of SharePoint. Will manage and revise layouts and customize site for company purposes. Demonstrates specific knowledge of the function and makeup of Microsoft SharePoint. Knowledge of Office 365 Admin Center.

Salary Range
$26.57 – $31.76  Hourly
REQ-0000000131

SENIOR ENGINEER

Posted on: August 11, 2020
Closing on: Open Until Filled

Summary
Perform a wide variety of professional engineering duties in support of assigned water and/or wastewater facilities, infrastructure, construction and environmental engineering. Ensure technical competence and compliance with all Federal, State and local regulations and ordinances.

Minimum Education and Experience
Bachelor's degree in Civil Engineering or a related field, plus five (5) years of Professional Engineering experience to include two (2) years supervisory experience in a management and/or administrative capacity.

Must be licensed as a Professional Engineer in the State of New Mexico. May substitute PE License from another state recognized by the State of New Mexico, with the ability to obtain New Mexico License within one year from date of hire.

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
- Annual Audiogram is required if assigned to Plant Groundwater
- 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
$64,771.00 – $90,708.00 Annually
REQ-0000000105

SYSTEMS ANALYST II

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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 in Splunk Enterprise, Cognos, LabVantage, Scada and various analytical/reporting tools as well as statistical analysis, machine learning, data visualization, artificial intelligence, and software engineering. Experience in IT Operations, DevOps, Analytics, Information Security and Networking. Preferred programming languages are C, C++, AJAX, SPL, Python, Java, JavaScript, SQL, .NET, VBSCRIPT, HTML5 and XML.

Salary Range

$30.53 – $36.49 Annually