ACCOUNTING SPECIALIST

Department: Finance
Posted on: November 29, 2019
Closing on: December 16, 2019
Location: 2nd Street

Summary
Perform a variety of routine basic bookkeeping and accounting duties to include reconciling of various data, accounts payable or receivable, financial record keeping, processing payments, and courteously responding to customer inquiries.

Minimum Education and Experience
High school diploma or GED supplemented by six (6) credit hours of college-level coursework in accounting or a related field, plus three (3) years basic bookkeeping or accounting experience. The six (6) credit hours of college-level coursework are not interchangeable.

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
$14.07 – $16.80 Hourly
HEAVY EQUIPMENT MECHANIC

Department: Fleet Maintenance
Posted on: November 26, 2019
Closing on: December 9, 2019
Location: 2nd Street

Summary
Maintain, repair and overhaul vehicles and heavy equipment and related components and engines.

Minimum Education and Experience
High School Diploma or GED plus six (6) years of heavy equipment operation and maintenance experience, plus two (2) years technical training in automotive maintenance and mechanical repair, and five (5) years experience in minor and major automotive maintenance and mechanical repair of a variety of vehicles and equipment.

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 within 5 months of hire
- 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
- Haz-Mat and Tanker Endorsement

Salary Range
$24.47 – $24.47 Hourly
UTILITY TECHNICIAN HELPER

Summary
This is a training and certification program that will provide an opportunity for advancement based upon successful completion of each phase of the program. This program consists of performing maintenance, repair and installation of water plant, distribution and treatment systems. The Utility Technician Helper performs routine water system preventive maintenance, repair, and installation of water plant, distribution and treatment systems.

Minimum Education and Experience
High School Diploma or GED, plus one and one-half (1.5) years experience in water utility operations, plumbing, or heavy equipment operation (i.e. backhoe, trackhoe and loaders).

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

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.

This position requires the Following Minimum Work Key Scores:
- Applied Math (3)
- Workplace Observation (1)
- Reading for Information (4) or Workplace Documents (4)

Salary Range
$18.33 – $18.33 Hourly
PLANNER/SCHEDULER DW

Department: WA Field Administration
Posted on: November 22, 2019
Closing on: December 9, 2019
Location: Pino

Summary
Plan, coordinate and schedule work orders and projects for mechanical, electrical and instrumentation staff of the Water Authority including materials, equipment, labor, safety precautions, inventory, tools, permits and related requirements.

Minimum Education and Experience
Associate's degree or a two (2) year Technical Certification in Water or Sanitary Technology, Engineering or a related field or two (2) years of certification training in water distribution system or wastewater collection system or wastewater plant system plus five (5) years of water or wastewater operations and maintenance experience including one (1) year supervisory or technical lead experience in an administrative capacity and one (1) year experience working with electronic databases, spreadsheets or related software.

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

Position Requirements
- Possess a New Mexico Water Level III Certificate
- Must Possess a New Mexico Water Level IV Certificate within 2 Years
- 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.

Salary Range
$19.36 – $23.13 Hourly
**Intern**

**Summary**
Performs 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**
High School Diploma or G.E.D.

Customer Service experience desired Payroll or Finance interest or experience desired

**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**
$10.00 – $12.00 Hourly
CONSTRUCTION PROJECT MANAGER

Department: Central Engineering
Posted on: November 15, 2019
Closing on: December 9, 2019
Location: Civic Plaza

Summary
Perform a wide variety of professional project management duties for water and wastewater asset renovation and new construction projects, including professional construction management, project planning, plan check, inspection, and project budget and scheduling for multiple projects; direct, manage, supervise, and coordinate a variety of projects as assigned, which may include water and wastewater rehabilitation projects, facility renovations, and structural repairs; coordinate assigned activities with other divisions, departments, and outside agencies.

Minimum Education and Experience
Bachelor’s degree from an accredited college or university in Construction Management, Building Trades, Engineering/Architecture or a related field, plus six (6) years’ experience in engineering and/or building, facility, and utility construction management, inspection, 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
$55,265.60 – $66,060.80 Annually
Job Postings as of December 2, 2019

REQ-0000000091

SENIOR ENGINEER

Department: Central Engineering
Posted on: November 8, 2019
Closing on: December 16, 2019
Location: Civic Plaza

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

$63,502.40 – $75,899.20 Annually
REQ-0000000090

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 Hourly