REQ-0000000117

ADMINISTRATIVE SPECIALIST - M

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<tr>
<th>Department</th>
<th>Posted on:</th>
<th>Closing on:</th>
<th>Location</th>
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<tbody>
<tr>
<td>Laboratory</td>
<td>February 14, 2020</td>
<td>March 2, 2020</td>
<td>2nd Street</td>
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</tbody>
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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
REQ-0000000116
SYSTEMS ANALYST II

Department: Information Technology
Posted on: February 7, 2020
Closing on: February 24, 2020
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
O/M SUPERVISOR - DRINKING WATER

Department: WA Distribution Lines
Posted on: February 7, 2020
Closing on: February 24, 2020
Location: Irving

Summary
Plan and coordinate operations, activities and maintenance of a drinking water collection, treatment and/or distribution system. 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 Water Technology, Engineering or a related field or two (2) years of training in water distribution system maintenance, plus five (5) years of water operations and maintenance experience including one (1) year 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 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

Salary Range
$22.25 – $26.58 Hourly
REQ-0000000114

SENIOR BUYER

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<th>Department:</th>
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<th>Location:</th>
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<tbody>
<tr>
<td>Finance</td>
<td>February 7, 2020</td>
<td>February 24, 2020</td>
<td>Compass Bank</td>
</tr>
</tbody>
</table>

**Summary**
Perform a variety of professional and technical duties involved in the procurement of materials, supplies, services and equipment for Water Authority operations.

**Minimum Education and Experience**
Bachelor's degree from an accredited college or university with major course work in Accounting, Finance, Business Administration or a related field, plus three (3) years of contract management or purchasing experience in a central purchasing office.

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
REQUEST NO: 00000113

CUSTOMER SERVICE ADMINISTRATOR

Summary
Supervise, plan and coordinate assigned activities within the Customer Services Division of the Water Authority to include: call center, new services, cashier windows and cash vault; to coordinate assigned activities with other divisions, outside agencies and the general public; and to provide highly responsible and complex assistance to the Customer Service Manager.

Minimum Education and Experience
Bachelor's degree from an accredited college or university with major coursework in Business Administration, Accounting, or related field, plus five (5) years experience in billing or utility customer service to include two (2) years of call center supervision/management experience, plus two (2) years direct supervisory experience in a management and/or 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
$26.57 – $31.76 Hourly
UTILITY TECHNICIAN HELPER

Department: San Juan Chama Wtr Trtmt Plant
Posted on: January 31, 2020
Closing on: February 18, 2020
Location: Alexander Blvd

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
UTILITY MAINTENANCE MECHANIC TECHNICIAN

Department: WW Mechanical
Posted on: January 17, 2020
Closing on: February 18, 2020
Location: 2nd Street

Summary
This is a training and certification program that will provide an opportunity for advancement based upon individual performance and successful completion of a program. This program consists of performing maintenance and mechanical duties ranging in responsibility from corrective/preventive maintenance and repair activities on Authority Water/Wastewater pumps and pumping facilities, troubleshoot equipment failures, and perform a variety of technical tasks relative to assigned area of responsibility. The Utility Maintenance Mechanic Technician learns to perform routine corrective/preventive maintenance on water/wastewater equipment. Learns to performs or assists in performing minor mechanical repairs and adjustments on a variety of water/wastewater equipment. Participates in classroom, on-line and on-the job training.

Minimum Education and Experience
High School Diploma or GED and one and one-half (1.5) years trades or construction experience to include industrial repair and maintenance, automotive or diesel mechanics, heating, ventilation and air conditioning, plumbing or related field.

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 Cogeneration Plant
- 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. 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:
- Reading for Information (5) or Workplace Documents (5)
- Applied Technology (3)
- Locating Information (3) or Graphic Literacy (3)

Preferred
- Industrial or water/wastewater maintenance experience

Salary Range
$18.33 – $18.33 Hourly