REQ-0000000176

CHIEF ENGINEER

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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>WW Plant Operations</td>
<td>September 11, 2020</td>
<td>September 28, 2020</td>
<td>2nd Street</td>
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Summary
Provide engineering oversight and direct day to day activities of an assigned section of Water Authority plant or field operations or centralized engineering group.

Minimum Education and Experience
Bachelor's degree in Engineering plus eight (8) years of Professional Engineering experience to include five (5) 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
- Annual Audiogram is required if assigned to Plant Groundwater

Salary Range
$41.09 – $49.11 Hourly
_REQ-0000000175

O/M SUPERINTENDENT DRINKING WATER

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<tr>
<td>WA Wells, PS, Boost, Reserv</td>
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**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.

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
- 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
PAYROLL ASSISTANT

Department: Finance
Posted on: September 4, 2020
Closing on: September 21, 2020

Summary
Perform a variety of payroll tasks, including record keeping, calculating and recording payroll deductions and payroll processing activities. Responds to inquiries and/or requests for data and/or reports. Although duties normally follow established procedures, responsibilities may include routine, minor corrections to make documents acceptable for processing.

Minimum Education and Experience
High School Diploma or GED, plus three (3) years accounting or payroll processing 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
$14.35 – $16.80 Hourly
LINE LOCATION SUPERVISOR

Summary
Plan, assign, direct and inspect the line location activities relating to the Water Authority's water distribution and wastewater collection systems to prevent damage to lines.

Minimum Education and Experience
Associate's degree from an accredited college or university in Water/Wastewater Technology, Engineering, GIS, Information Technology or related field, plus five (5) years water or wastewater operations and maintenance and/or utility asset management or utility line locating experience, to include one (1) year of computer experience working with 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 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

Preferred
- Experience locating water and sewer lines

Salary Range
$24.07 – $28.76 Hourly
O/M SUPERINTENDENT PLANT MAINTENANCE

Department: WW Mechanical
Posted on: September 4, 2020
Closing on: September 28, 2020
Location: 2nd Street

Summary
Manage the maintenance of wastewater pumping and Treatment Facilities or of surface 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 Industrial Maintenance, Electrical or Electronics or related field plus five (5) years of wastewater or water treatment operations and/or maintenance experience including two (2) years supervisory experience.

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 Assignment at Surface Water Treatment Plant
- Must Possess a New Mexico Wastewater Level IV Certificate if Assigned at Water Reclamation Plant
- 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
$31.14 – $37.22 Hourly
REQ-0000000169
WASTEWATER STATIONS TECHNICIAN

Department: Lift Station Operations  Posted on: September 3, 2020  Closing on: September 21, 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
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