



Job Postings as of October 21, 2020

REQ-0000000200

## FLEET/WAREHOUSE ADMINISTRATOR

<b>Department:</b> Fleet Maintenance	<b>Posted on:</b> October 16, 2020	<b>Closing on:</b> November 2, 2020	<b>Location:</b> Mission Ave
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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. Provide functional support to warehouse and fleet management by maintaining Work order/Inventory/Procurement, Geographic Positioning System (GPS) and other related databases. Perform data imports and queries to run reports, ensure integrity of data, manage user accounts, and serve as liaison to system providers.

### Minimum Education and Experience

Associate's degree from an accredited college or university in Business Administration, Computer Technology, Geographic Information Systems or a related field and three (3) years of experience working with electronic databases, spreadsheets or related software, SQL, Excel or relational database, Accounting, Finance, Management or other related 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

\$20.55 – \$24.54 Hourly



Job Postings as of October 21, 2020

REQ-0000000199

## ELECTRONICS TECHNICIAN

<b>Department:</b> WA Wells, PS, Boost, Reserv	<b>Posted on:</b> October 16, 2020	<b>Closing on:</b> November 2, 2020	<b>Location:</b> Mission Ave
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### 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

\$29.05 – \$29.05 Hourly



Job Postings as of October 21, 2020

REQ-0000000198

# CAPITAL IMPROVEMENT/ASSET MANAGEMENT PROGRAM

## ANALYST

<b>Department:</b> Asset Management	<b>Posted on:</b> October 16, 2020	<b>Closing on:</b> November 2, 2020	<b>Location:</b> Mission Ave
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### Summary

Responsible for data analysis, quality assurance, reporting and tracking compliance of Asset Management with the Maximo and financial accounting reporting user groups. Perform quality control assurance of Maximo work orders. Maintain asset management registry and inventory database by conducting full lifecycle analysis to include requirements, activities and design in accordance with State Audit Act. Prepare financial, operational and other technical reports for data driven decision making for capital asset and financial reporting.

### Minimum Education and Experience

Bachelor's degree from an accredited college or university in, Economics, Business Administration, Public Administration, Finance or a related field plus five (5) years of experience in utility asset management, financial reporting, or technical or administrative experience in water or wastewater systems, including one (1) year supervisory or technical lead 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

- Project Management Professional Certification

### Salary Range

\$27.10 – \$32.40 Hourly



Job Postings as of October 21, 2020

REQ-0000000188

## GIS COORDINATOR

<b>Department:</b> Information Technology	<b>Posted on:</b> October 16, 2020	<b>Closing on:</b> November 2, 2020	<b>Location:</b> Compass Bank
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### Summary

Develop and maintain and update geographic data in the Water Authority's Geographic Information System (GIS) including database applications. Provide geographic assistance and information technical support to Water Authority divisions, outside agencies and the public.

### Minimum Education and Experience

Bachelor's degree from an accredited college or university with major course work in Geography, Computer Science, Geographic Information Systems (GIS), Engineering or a related field, plus three (3) years drafting, design and/or cartography experience to include 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 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

\$27.10 – \$32.40 Hourly



Job Postings as of October 21, 2020

REQ-0000000197

## DATA ANALYST

<b>Department:</b> Laboratory	<b>Posted on:</b> October 13, 2020	<b>Closing on:</b> October 26, 2020	<b>Location:</b> 2nd Street
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### Summary

Create and maintain various water or wastewater quality databases measuring regulatory compliance and/or water quality. Analyze, interpret and report on findings from the database and ensure data integrity. Respond to customer inquiries.

### Minimum Education and Experience

Bachelor's degree from an accredited college or university in Engineering, Math or Statistics, Environmental Engineering, Biology, Geology, or a related field, plus three (3) years experience in scientific, engineering or environmental data, management and analysis.

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

\$27.10 – \$32.40 Hourly



Job Postings as of October 21, 2020

REQ-0000000176

## CHIEF ENGINEER

<b>Department:</b> WW Plant Operations	<b>Posted on:</b> October 13, 2020	<b>Closing on:</b> November 9, 2020	<b>Location:</b> 2nd Street
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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



Job Postings as of October 21, 2020

REQ-0000000196

## ELECTRONICS TECHNICIAN

<b>Department:</b> WW Mechanical	<b>Posted on:</b> October 9, 2020	<b>Closing on:</b> October 26, 2020	<b>Location:</b> 2nd Street
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### 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

\$29.05 – \$29.05 Hourly



Job Postings as of October 21, 2020

REQ-0000000195

## O/M SUPERVISOR - DRINKING PLANT

### Department:

San Juan Chama Wtr Trtmt  
Plant

### Posted on:

October 9, 2020

### Closing on:

November 2, 2020

### Location:

Alexander Blvd

### 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
- Annual Audiogram is required if assigned to Plant Groundwater

### Salary Range

\$24.07 – \$28.76 Hourly