



# THE TOWN OF MOUNTAINAIR

## JOB DESCRIPTION

### PUBLIC WORKS DEPARTMENT WORKER

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#### SUMMARY

This is a skilled and semi-skilled operating and maintenance work in construction, operations and maintenance of streets, park and recreation facilities, wastewater collection and treatment, water treatment and distribution, solid waste disposal and natural gas distribution systems.

#### GENERAL DUTIES AND RESPONSIBILITIES:

Performs skilled work in maintaining streets, signs, parks, public areas, and municipal building and equipment.

Repairs plumbing, heating and cooling equipment, doors, windows and sprinkler systems, mows grass, cut weeds, trim trees and bushes at all Town owned property.

- Empty trash barrels at park or any other Town owned facility.
- Maintain inventory of Town surplus and equipment.
- Recommends improvements of public facilities.
- Maintains Town roads and road sign program.
- Operates and maintains specialized equipment.
- May supervise summer youth workers and community service workers.
- Maintains landing strip at Mountainair Municipal Airport.
- Reports needed sign replacement and easement maintenance to the Utility Supervisor.
- Reads gas and water meters for Town collection.
- Repairs non-function gas and water meters.
- Repairs leaking and broken gas and water lines.
- Rod out and flush stopped up sewer lines.
- Make gas, water and sewer taps and install adapter and valves for new connections.
- Qualified P.E. fusion welding for gas pipe installation.
- Do leak surveys on transmission and Town gas lines.
- Haul gravel to Town streets and roads.
- Non-certified arc welding, brazing.
- Maintain Town sewer disposal plant.
- Maintain gas transmission and distribution lines.
- Installation of anodes on transmission and Town gas lines.
- Maintain Town wells and booster pumps.
- Maintenance of proper chlorination in public water supply.
- Collection of monthly water samples, which are required by the State of New Mexico.

- Maintain heating or cooling system at pumps and wells.
- Maintain water line from Willard Well to Town.
- Maintain Town water lines and fire hydrants.
- Perform other duties as directed by the Utility Supervisor.

**DESCRIBE MACHINES, TOOLS, EQUIPMENT AND WORK AIDS USED**

Motor grader, backhoe, dump truck, front-end loader.

Acetylene and arc welders, Polyethylene pipe fusion equipment, Flame Ionization Gas Leak Detector, Pipe treading and cutting, shovel, broom and rake.

**EDUCATION AND EXPERIENCE**

- High School Diploma or Equivalent
- Good physical condition and health
- Experience in building maintenance and repair
- Basic computer skills, including internet, Microsoft Office, and others.
- Able to calculate utility specific math calculations.
- Ability to operate or learn to operate specialized equipment
- Ability to work with minimal supervision and supervise others
- Shall have a good driving record, New Mexico Commercial Drivers License, Class A (CDL)
- Desire and willingness to serve the public
- Ability to be flexible while working in stressful situations
- Experience in operating motor grader, backhoe, and mower
- Stand-by to be on call 24 hours a day, regardless of weather
- Ability to determine how much water is needed into Town and set clock pumps accordingly
- Snow removal of Town streets with grader and backhoe when needed
- Do service calls when the need arises for customers, turn gas/water meters on/off, etc.

Probation period is six-months from date of hire.

**REPORTS TO THE PUBLIC WORKS SUPERVISOR**