



# THE TOWN OF MOUNTAINAIR

## Job Description

### **PUBLIC WORKS DEPARTMENT WORKER**

#### **Job Summary:**

This is a career track position involving the ability to perform functions and task in various fields including, but not limited to streets, water, natural gas, and wastewater treatment, in the course of proactively managing Town infrastructure and utilities.

#### **Salary and Benefits:**

- \$12.00 per hour during one-year probation or dependent on experience and certifications
- Training and certification testing paid by the employer.
- Pay increase incentive for water, wastewater, and natural gas certifications.
- Health, Dental, and Vision entirely paid by the employer.
- Retirement plan
- Optional life insurance policies (paid by employee).

#### **Essential Duties:**

- 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 Public Works Supervisor.

**Education/Training:**

- High School Diploma or GED required.
- Certifications in water, wastewater and/or natural gas operations preferred.

**Knowledge, Skills, and Ability:**

- Ability to operate or willing to learn the use of power equipment and heavy equipment.
- Knowledge of the occupational hazards and safety precautions necessary to the operation of heavy equipment, water, wastewater treatment, trenching, electrical, and high-pressure natural gas.
- Knowledge of or willing to learn basic biological functions.
- Knowledge of or willing to learn basic chemical functions.
- Knowledge of or willing to basic physics.
- Knowledge of or willing to basic mechanical functions.
- Knowledge of or capacity to learn basic math and algebra.
- Knowledge of or willingness to learn use of test equipment, such as multimeter, natural gas detector, underground utility line locator, pH meter, and dissolved oxygen meters, and others.
- Some knowledge of welding.
- Ability to accurately report test equipment readings to forms.
- Ability to obtain operator certifications in water, wastewater, and natural gas.
- Some knowledge of carpentry.
- Ability to use information technology, including software such as Microsoft Office.
- Ability to interact with citizens in a professional manner.
- Ability to understand, interpret, and carry out oral and written instructions.
- Ability to establish and maintain effective working relationships with employees, and other Town staff and the general public.
- Ability to read paper and digital maps.

**Minimum Qualifications:**

- Good physical condition and health
- Good driving record, NM CDL, Class A (current or within one (1) year of date of hire.)
- Ability to pass a pre-employment and random periodic drug test.
- Ability to pass a pre-employment aptitude exam.
- Ability to use information technology equipment, including computers and smart phones.
- Ability to be flexible while working in stressful situations.
- Ability to work on stand-by (on-call) shifts, which last 24 hours a day, regardless of weather.

**Physical Demands and Work Environment:**

Physical Abilities: Tasks involve the ability to exert physical effort in moderate to intense work, typically involving some combination of kneeling, crouching, and crawling, and which may involve some lifting, shoveling, carrying, pushing and/or pulling of objects and materials of moderate weight (up to 100 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discern colors, odors, textures, and sounds. Some tasks require visual perception and discrimination. Some tasks require oral communication ability. Some tasks require written communication ability.

Environmental Factors: Tasks are regularly performed with exposure to adverse environmental conditions including, but not limited to, dirt, dust, pollen, odors, wetness and water, humidity, rain, snow, ice, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, and toxic agents.

