

VACANCY LIST



IT ALL HAPPENS HERESM

**EMPLOYMENT
OPPORTUNITIES**



**Human Resources Department
City of Hobbs
200 E. Broadway
Hobbs, NM 88240
Ph: (575) 397-9230 Fax: (575) 397-9212
Email: personnel@hobbsnm.org
www.hobbsnm.org**

This bulletin, updated on a weekly basis, lists our current job vacancies. A City of Hobbs Application is available in the Human Resources Department, and may be returned to the same office or mailed to the address above. **A resume will only be accepted with a fully completed City of Hobbs application packet. Our office hours are Monday through Friday, 8:00 a.m. - 12:00 p.m. and 1:00 p.m. – 5:00 p.m. mountain time.**

Positions will be posted for at least five (5) New Mexico Department of Labor working days and may be closed at any time thereafter. The Human Resources Department bulletin board is the official posting. APPLICANTS WILL BE REQUIRED TO UNDERGO AND PASS A CONTROLLED SUBSTANCE TEST IF A CONDITIONAL OFFER OF EMPLOYMENT IS EXTENDED. Applicants may undergo a criminal history background, reference check and polygraph examination; upon a conditional job offer a drug screen, agility test, functional capacity evaluation, psychological evaluation and medical screening will be conducted. Some convictions or deferred adjudication may be considered a contraindication for employment with the City of Hobbs. Employees who are required to possess a commercial drivers license (CDL) are required to undergo alcohol and controlled substance testing which include pre-employment (controlled substance only), post-accident, reasonable suspicion, return to duty, follow-up and random testing. The City of Hobbs is an Equal Opportunity Employer and a Drug-Free work place. Reasonable accommodations may be made to enable individuals with disabilities to perform the non-essential functions. We ask that you not contact the personnel responsible for interviewing the position of which you are applying; instead, wait for us to contact you. Please ensure the Human Resources Department has your present points of contact. **All applicants may not be interviewed.**

SELECTION GUIDELINES

Formal application, review of education and experience; oral interview and reference check; job related tests may be required. The City of Hobbs requires applicants applying for a clerical position to take a typing, keyboard skills and 10-key test upon return of application to the Human Resources Department. This test is conducted by the Human Resources Office. The testing hours are Monday thru Friday from 8:00 a.m. to 11:00 a.m. and from 1:00 p.m. to 4:00 p.m. Test results, pass or fail, are valid for six (6) months. Applicants may retest every seven (7) calendar days.

Applications are position specific. An applicant may apply for one position on a single application form; any additional or new positions must have a new application submitted.

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Revised Publishing Date: 09/09/10

Regular Full-Time Positions

Certified Firefighter/Paramedic – Fire #2010-1
(HIRING LIST ONLY)
Certified Police Officer – Police #2010-1
EMS Specialist – Fire #130
(HIRING LIST ONLY)
Financial Analyst – Finance #725
Motor Vehicle Assistant – MVD#125
Garage Superintendent – General Services#123
(INTERNAL ONLY)
Parks Maintenance Worker – Parks#146
Pump Operator Uncertified – Utilities#690
(INTERNAL ONLY)

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Certified Firefighter or Paramedic #2010-1 HIRING LIST ONLY

Fire

Pay Ranges: See Below

Sunday thru Saturday – 24 hour shifts

24 hours on; 48 hours off (based on 2,920 hours duty time per year)

POSTED: March 25, 2010 – May close any time after 5:00 p.m. March 31, 2010

ESSENTIAL DUTIES

FIREFIGHTER - \$12.24 per hour to \$14.07 per hour; Yearly Salary: \$35,740.80 – \$41,084.40 (Hiring Range) \$12.24 per hour to \$17.28 per hour; Yearly Salary: \$35,740.80 - \$50,457.60 (Full Range) (DOE)

Protects life and property by performing fire fighting, rescue, emergency medical care, hazardous materials, mitigation, fire prevention and public education duties. Maintains fire and EMS equipment, apparatus, and facilities.

PARAMEDIC - \$14.68 per hour to \$16.88 per hour; Yearly Salary \$42,865.60 - \$49,289.60 (Hiring Range) \$14.68 per hour to \$20.74 per hour; Yearly Salary: \$42,865.60 – \$60,560.80 (Full Range) (DOE)

Protects life and property by performing emergency medical care at the ALS level, including Advanced Cardiac Life Support, fire fighting, rescue, hazardous materials mitigation, fire prevention and public education duties. Maintain EMS and fire equipment, apparatus, and facilities.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience – FIREFIGHTER

Must possess Firefighter I certification or EMT-B certification. Reached the age of majority (18 years of age); Must hold a High School diploma or GED at date of hire; Prefer thirty six (36) college credit hours or two (2) years general verifiable and proven paid work experience. Must possess a valid driver's license; Must be of good moral character; Prefer Honorable Discharge from any of the Armed Forces of the United States (if applicable); Have not been convicted of or pled guilty to or entered a plea of nolo contendere to any felony charge or, within the three-year period immediately preceding their application, to any violation of any federal or state law or local ordinance relating to aggravated assault, theft, driving while intoxicated, controlled substances or other crime involving moral turpitude and **HAVE NOT BEEN RELEASED OR DISCHARGED UNDER DISHONORABLE CONDITIONS FROM ANY OF THE ARMED FORCES OF THE UNITED STATES**; After examination by a certified psychologist, found to be free of any emotional or mental condition which might adversely affect performance as a Firefighter and/or Paramedic or be prohibited from successfully completing prescribed basic training; Must successfully complete EMT-Intermediate class and receive New Mexico State licensure within three (3) years from date of hire.

Education and Experience – PARAMEDIC

In addition to the above Firefighter minimum qualifications, must possess a New Mexico State License at the Paramedic level. Must possess an American Heart Association ACLS certification.

Necessary Skills, Knowledge, and Abilities

- (A) Ability to learn the operation of fire suppression, rescue, and other emergency equipment;
- (B) Ability to learn to apply standard firefighting, emergency aid, hazardous materials, and fire prevention techniques;
- (C) Ability to perform strenuous or peak physical effort during emergency, training or station maintenance activities for prolonged periods of time under condition of extreme heights, intense heat, cold or smoke;
- (D) Ability to act effectively in emergency and stressful situations.
- (E) Ability to obtain and maintain an EMT- Intermediate New Mexico State Licensure.
- (F) Ability to meet the special requirements listed below.

SPECIAL REQUIREMENTS

- (A) Prefer 21 years or older at the time of employment.
- (B) Must possess, or be able to obtain by time of hire, a valid driver's license without record of suspension or revocation in any state for the past three (3) years.
- (C) No felony convictions or disqualifying criminal histories within the past seven (7) years.
- (D) Must be able to read and write the English language.
- (E) Must be able to meet Department physical standards.
- (F) Maintain insurability and operate city vehicles in accordance with insurance policy.
- (G) Residency requirement: See personnel rules Sec. 21-9-4 for more details.

TOOLS AND EQUIPMENT USED

Including but not limited to Emergency medical services unit, fire apparatus, fire pumps, hoses, ladders, first aid equipment, rescue equipment, and other standard firefighting equipment, radio, pager, phone, personal computer including word processing and data base software.

LICENSING AND CERTIFICATIONS

- (A) Valid state issued driver's license.

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Certified Police Officer #2010-1

HIRING LIST ONLY

Police

Certified - \$21.00 per hour to \$24.15 per hour (DOE) (Hiring Range)

\$21.00 per hour to \$26.75 per hour (Full Range)

4-Ten (10) Hour Shifts

Days: 7 a.m. to 5 p.m., Evenings: 3 p.m. to 1 a.m., Midnights: 10 p.m. to 8 a.m.

POSTED: July 22, 2010 – May close any time after 5:00 p.m. September 4, 2008.

ESSENTIAL DUTIES

Performs police patrol, investigation, traffic regulation, and related activities in the protection of life and property through the enforcement of laws and ordinances.

DESIRED MINIMUM QUALIFICATIONS

General Qualifications as defined by the Law Enforcement Training Act, 29-7-1 to 29-7-11 NMSA 1978: No felony convictions or disqualifying criminal histories. U.S. citizen. Must be of good moral character and of temperate and industrious habits. Must be found, after examination by a licensed physician, to be free of any physical condition which might adversely affect their performance as police officers prohibit them from successfully completing prescribed law enforcement training required by the Law Enforcement Training Act. Must be found after examination by a certified psychologist, to be free of any emotional or mental condition which might adversely affect their performance as police officers or prohibit them from successfully completing prescribed basic law enforcement training required by the Law Enforcement Training Act.

Education and Experience

Graduation from High School or GED or Vocational School Training in Police Science, Law Enforcement, Criminal Justice, Administration, Public Administration, or a related field or an equivalent combination of education and experience.

Necessary Knowledge, Skills, and Abilities

- (A) Modern law enforcement principles, procedures, techniques, and equipment.
- (B) Learn applicable laws, ordinances, and department rules and regulations.
- (C) Perform work requiring good physical condition; communicate effectively orally and in writing.
- (D) Establish and maintain effective working relationships with subordinates, peers, and supervisors; exercise sound judgment in evaluation situations and in making decisions; follow verbal and written instructions.
- (E) Meet special requirements listed below.
- (F) Learn the City's geography.
- (G) Operation of various tools and equipment of the position.

SPECIAL REQUIREMENTS

- (A) Must possess a valid state issued driver's license with acceptable / insurable driving record.
- (B) 21 years of age or older at the time of employment.
- (C) Must be able to read and write the English language.
- (D) Must have not been released or discharged under dishonorable conditions from any of the armed forces of the United States.
- (E) Ability to meet and maintain departmental physical standards.
- (F) May be required to pass entry-level written test.
- (G) Residency Requirement: See personnel rules Sec. 21-9-4 for more details.

TOOLS AND EQUIPMENT USED

Police car, police radio, radar gun, handgun and other weapons as required, baton, handcuffs, Breathalyzer, pager, first aid equipment, copy machine, personal computer, flashlight, and hand tools.

LICENSING AND CERTIFICATIONS

- (A) Valid state issued driver's license.

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Garage Superintendent #123

General Services

INTERNAL POSTING – Current City Employees Only

\$27.31 per hour to \$31.41 per hour (DOE) (Hiring Range)

\$27.31 per hour to \$38.71 per hour (Full Range)

SHIFT: 7.00 a.m. to 4:00 p.m. - Monday thru Friday

POSTED: August 12, 2010 – May close any time after 5:00 p.m. August 19, 2010

ESSENTIAL DUTIES

Under general supervision from the General Services Director maintains responsibility for the preventative maintenance and repair of all city vehicles and equipment. Plans, organizes, budgets, directs, instructs, sets standards, reviews, trains, counsels/disciplines employees, and performs other personnel management functions.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

Graduation from high school or GED equivalent plus six (6) years of automotive/equipment repair experience, two of which were in a lead worker or supervisory position.

Skills, Knowledge and Abilities:

- (A) Considerable knowledge of the tools, equipment and proper procedures related to the maintenance and repair of vehicles and equipment.
- (B) Working knowledge of personal computer software and hardware related to recordkeeping and diagnostics associated with the maintenance and repair of vehicles and equipment.
- (C) Ability to establish and maintain effective working relationships with the General Services Director, subordinate staff, city personnel and the general public.

LICENSING AND CERTIFICATIONS

- (A) Valid state issued commercial driver's license.
- (B) Ability to obtain a Master Technician Certification for all eight automotive or truck specialty areas.

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EMS Specialist #129

Fire Department

EMT – B: \$11.58 per hour to \$13.31 per hour (DOE)(Hiring Range)
\$11.58 per hour to \$15.79 per hour (Full Range)

EMT – I: \$15.44 per hour to \$17.75 per hour (DOE)(Hiring Range)
\$15.44 per hour to \$18.35 per hour (Full Range)

EMT – P: \$18.25 per hour to \$20.98 per hour (Hiring Range)
\$18.25 per hour to \$24.03 per hour (Full Range)

SHIFT: Rotating 12 hour shifts

POSTED: June 19, 2008 – May close any time after 5:00 p.m. June 25, 2008.

GENERAL DESCRIPTION

Performs emergency medical services to the standards and expectations of the City of Hobbs Fire Department. Performs basic and advanced medical rescue procedures to access, stabilize and transport a patient to an appropriate medical facility. Provides pre-hospital emergency medical care effectively and safely in all types of emergent conditions. Duties include but are not limited to emergent and non-emergent treatment and transport of patients as assigned by the supervisor. Performs the following **up to level of licensure**: glucometry, pulse oximetry, intubation, end tidal CO2 monitoring, IV establishment, intraosseous infusion, administration of medications according to medical control, 12 lead ECG interpretation, transcutaneous pacing, pleural decompression, cricothyrotomy, manual defibrillation, and cardioversion as well as other required skills. Completes appropriate patient treatment documentation as well as any other reports required by department policy. Maintains and prepares vehicles and medical equipment in a manner allowing for emergency and non-emergency response. Responsible for patient advocacy, interagency teamwork, and fluid verbal/written communication with other medical personnel. All duties must be performed with maturity and professionalism. Attends meetings, seminars and other training to stay current in position and required skill competencies (i.e. licensure status) for the position.

MINIMUM QUALIFICATIONS

Education and Experience:

Graduation from high school or GED plus one (1) year of experience in providing emergency medical care in a pre-hospital provider setting preferred. Experience in training methodology, thorough understanding of the general principles of pre-hospital care of patients and quality assurance procedures preferred.

Skills, Knowledge and Abilities:

- (A) Skilled in all aspects of emergency vehicle response, medical rescue and other related medical specialties including principles of the incident management systems and unified command.
- (B) Knowledge of human anatomy and physiology.
- (C) Knowledge of various diseases and their processes.
- (D) Knowledge of local and state medical system.
- (E) Knowledge of treatment of medical and trauma patients.
- (F) Knowledge of training methods and techniques. Knowledge of principles of effective training.
- (G) Ability to gain knowledge of Hobbs Fire Department EMS protocols, department rules and regulations, as well as all applicable laws and ordinances.
- (H) Ability to gather and compile information, follow oral and written instructions, in order to prepare information for agency use.
- (I) Ability to establish priorities for own workload based upon such factors as need for immediate action, work objectives, knowledge of future needs, etc.
- (J) Ability to produce legible written documents with clearly organized thoughts using proper spelling, punctuation and grammar.
- (K) Ability to effectively communicate orally and in writing.
- (L) Ability to establish and maintain effective working relationships with fire department staff, other city departments, health care facilities and governmental agencies, outside agencies, and the general public.

LICENSING AND CERTIFICATIONS

- (A) Valid state issued driver's license.
- (B) Ability to obtain an emergency vehicle operation certificate within one month of employment.
- (C) License required: EMT-B or EMT-I from State of New Mexico or EMT-P through National Registry with state licensure.

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Financial Analyst #725

Finance

\$20.31 per hour to \$23.35 per hour (DOE) (Hiring Range)

\$20.31 per hour to \$27.10 per hour (Full Range)

SHIFT: 8.00 a.m. to 5:00 p.m. - Monday thru Friday

POSTED: July 8, 2010 – May close any time after 5:00 p.m. July 14, 2010

ESSENTIAL DUTIES

Researches, plans, coordinates and administers grant funds for a variety of projects. Works with other departmental staff in preparing grant applications. Requests drawdowns of grant funding to ensure timely reimbursement of expenditures. Prepares and submits reports to maintain compliance with grant agreements. Assists in establishing and maintaining internal control procedures and assures that adequate accounting procedures are maintained. Stays abreast of governmental fund accounting, grant guidelines, and Department of Finance Administration (DFA) requirements. Ensures the reconciliation of data obtained from accounting systems lacking an interface to the central accounting system, especially accounts receivable. Maintains communications with other departments to determine needs and address problems related to finance. Performs bi-weekly audit of time sheets to verify calculations and appropriate level of approval for time submitted for payment via payroll. Attends monthly lodgers' tax meeting, reports financial matters to the board and keeps apprised of issues relating to the lodgers' tax fund.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

Graduation from an accredited college or university with a Bachelor's degree in accounting. Grant preparation experience preferred or a combination of education and experience will be considered. A CPA certification or must be actively striving to obtain the knowledge base equivalent to a CPA certification.

Skills, Knowledge and Abilities:

- (A) Thorough knowledge of generally accepted accounting theory, principals, and practices, internal control procedures, and bookkeeping and accounting procedures and systems, including computer applications.
- (B) Knowledge of principles and practices of administration and organizational theory.
- (C) Knowledge of research techniques, methods, and procedures.
- (D) Knowledge of research techniques, methods, and procedures.
- (E) Ability to analyze, interpret, and report research findings, recommend and take appropriate action.
- (F) Ability to prepare financial and administrative reports.
- (G) Ability to maintain effective accounting procedures.
- (H) Ability to carry out assigned projects to their completion.
- (I) Ability to work independently and to complete daily activities according to work schedule.
- (J) Ability to effectively communicate orally and in writing.
- (K) Ability to understand, follow and transmit written and oral instructions.
- (L) Ability to establish and maintain effective working relationships with Finance Department staff, other City Departments and general public.

LICENSING AND CERTIFICATIONS

- (A) Maintain any current licenses or certifications.
- (B) Ability to obtain any additional required licenses or certifications as per licensing authority.
- (C) Valid state issued drivers license.

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Motor Vehicle Assistant #125

Motor Vehicle

\$11.85 per hour to \$13.63 per hour (DOE) (Hiring Range)

\$11.85 per hour to \$16.80 per hour (Full Range)

SHIFT: 8:00 a.m. to 5:00 p.m. – Monday thru Friday

POSTED: September 2, 2010 – May close any time after 5:00 p.m. September 9, 2010.

ESSENTIAL DUTIES

Makes first contact with public related to driver's licenses and vehicle title and licensing either in person or on the phone. Answers questions regarding state regulations on these matters. Administers and grades written driver's license examinations. Conducts driver's license vision checks and administers driving tests within 2 miles of office.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

Graduation from high school or GED equivalent, with previous public contact work experience preferred.

Skills, Knowledge and Abilities:

- (A) Skill in basic personal computer operation.
- (B) Some knowledge of cars, trucks, recreational vehicles, motorcycles, trailers, boats, heavy vehicles and mobile homes.
- (C) Ability to learn state laws and regulations related to driver's licenses and motor vehicle records.
- (D) Ability to perform duties with a high degree of attention to detail with a very high degree of accuracy.
- (E) Ability to deal with the public during a high percentage of the workday on matters where the public often becomes frustrated and/or irate.
- (F) Ability to establish and maintain effective working relationships with motor vehicle staff and the general public.

LICENSING AND CERTIFICATIONS

- (A) Valid state issued driver's license.
- (B) Ability to obtain state vehicle identification number (VIN) certification.

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Parks Maintenance Worker #146

Parks

\$11.38 per hour to \$13.09 per hour (DOE) (Hiring Range)

\$11.38 per hour to \$16.11 per hour (Full Range)

SHIFT: 6:00 a.m. to 3:00 p.m. - Monday thru Friday

POSTED: August 26, 2010 – May close any time after 5:00 p.m. September 1, 2010.

ESSENTIAL DUTIES

Installs, repairs, and maintains turf for parks, cemeteries, and tree lines citywide. Performs duties such as mowing, weed eating, edging, seeding, fertilizing, laying sod, aerating, and applying pesticides and herbicides. Picks up trash barrels and litter from all city parks. Cleans park bathrooms and replenishes supplies. Assembles, repairs, replaces, and maintains park equipment as needed including the removal of graffiti. Assists in the construction of new park facilities, including clearing, grading, drainage, plantings and foundation work. Operates trucks, and tractors of various sizes and weight in loading hauling and unloading of various equipment and supplies. Performs routine repairs and maintenance for assigned vehicles and equipment. Completes checklists for any vehicles utilized. Operates mowers, weed eaters, edgers, blowers, chippers, spreaders, hand tools, pneumatic tools, steam cleaners, sprayers, sod cutters, cement mixers and other equipment as needed. Operates heavy equipment such as a sandblaster, man lift, jackhammer, welder, bobcat front-end loader, tractor, compactor and occasionally a polecat or an aerial bucket truck. Conducts visual inspections of turf and trees to determine corrective action necessary to alleviate any problems. During inclement weather, shovels snow and lays salt on sidewalks as needed. Posts the reservations of park permits.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

Graduation from high school or GED equivalent, with some experience in grounds maintenance, landscaping work and general facilities maintenance preferred.

Skills, Knowledge and Abilities:

- (A) Working knowledge of equipment, materials and supplies used in turf irrigation maintenance and landscaping, construction and maintenance of parks, grounds, and related facilities.
- (B) Working knowledge of basic water hydraulics, turf, soil and tree water requirements.
- (C) Knowledge of pesticides/herbicide sprays used in the control of common insects, rodents and weeds.
- (D) Basic knowledge of carpentry, concrete, and painting practices.
- (E) Ability to understand basic dynamics of landscape irrigation systems.
- (F) Ability to work at heights greater than 15 feet utilizing aerial bucket truck or polecat.
- (G) Ability to learn and identify common landscape plants and pests.
- (H) Ability to work independently and to complete daily activities according to work schedule.
- (I) Ability to effectively communicate orally and in writing.
- (J) Ability to understand and follow written and oral instructions.
- (K) Ability to establish and maintain effective working relationships with Parks, Recreation, & Community Affairs personnel, Street maintenance personnel, and general public.

LICENSING AND CERTIFICATIONS

- (A) Valid state issued driver's license.
- (B) Ability to obtain and maintain New Mexico Department of Agriculture Pesticide Applicator's License.

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Pump Operator Uncertified, I, II, III, IV #690

Utilities

INTERNAL POSTING – Current City Employees Only

\$13.10 per hour to \$15.07 per hour (Hiring Range)

\$13.10 per hour to \$26.00 per hour (Full Range)

SHIFT: 7:00 a.m. to 4:00 p.m. - Monday thru Friday

POSTED: July 22, 2010 – May close any time after 5:00 p.m. July 27, 2010.

ESSENTIAL DUTIES

Performs a variety of duties associated with the delivery of safe drinking water to the public. Duties include standard and emergency repairs of mechanical and electrical equipment necessary to pump, regulate, measure, and assure the proper operation of water supply pump stations, water booster stations, pressure reducer devices, wastewater lift stations and/or retention facilities located throughout the city. Ensures adequate water pressure and volume for fire protection. Operates pumps and valves to control and adjust flow and treatment process. Repairs or replaces gauges, flow meters, pumps, valves, filters, pipes, motors, and other controls and equipment as necessary. Performs chemical treatment of water sources to well systems. Inspects wells and reservoirs, reads meters and checks for leaks. Cleans and checks oil levels in motors, greases meters and packing glands and/or replaces packing. Dumps sand traps. Monitors emergency generators. Makes changes to computer controls of water system (SCADA), booster pumps, tower water levels, and various set points to regulate water levels. Troubleshoots and repairs plumbing problems that may arise. Records data concerning pumping operations such as generator logs and daily activity logs. Composes production and water level reports as required. Gathers water samples for chlorine residuals and bacteriological sampling as required; sends to lab to be tested and analyzed. Monitors water quality in distribution lines and inspects reservoirs for cleanliness and breakages. Performs cutting torch, minor welding repairs and fabrications. Performs housekeeping and grounds keeping to all work areas. Conducts on-call duties as assigned performing emergency repairs after normal duty hours, weekends, and holidays.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience – **Pump Operator Uncertified - \$13.10 - \$18.59 per hour (DOE) (Hiring Range)**

Graduation from high school or GED equivalent with one year experience in pump and motor maintenance preferred.

Education and Experience – **Pump Operator I - \$13.10 - \$18.59 per hour (DOE) (Hiring Range)**

Graduation from high school or GED equivalent. Must possess and maintain Water Systems I, which requires 1 year of related experience plus 10 training credits, and Water Sampling certification.

Education and Experience – **Pump Operator II - \$14.85 - \$21.06 per hour (DOE) (Hiring Range)**

Graduation from high school or GED equivalent. Must possess and maintain NM Water Systems II, which requires 2 years of related experience plus 30 training credits, and Water Sampling certification.

Education and Experience – **Pump Operator III - \$16.59 - \$23.52 per hour (DOE) (Hiring Range)**

Graduation from high school or GED equivalent. Must possess and maintain NM Water Systems III, which requires 4 years of related experience plus 50 training credits, and Water Sampling certification.

Education and Experience – **Pump Operator IV - \$18.32 - \$26.00 per hour (DOE) (Hiring Range)**

Graduation from high school or GED equivalent. Must possess and maintain Water Systems IV, which requires one year as a level III certificate holder plus 80 training credits, and Water Sampling certification.

Skills, Knowledge and Abilities:

- (A) Skill in mechanical and electrical aptitude.
- (B) Working knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities.
- (C) Knowledge of Municipal water services.
- (D) Ability to diagnose problems at pump stations and well sites and correct problem.
- (E) Ability to read and understand data on charts, meters, graphs, gauges and computer data.
- (F) Ability to perform mathematical calculations.
- (G) Ability to become computer literate.
- (H) Ability to work after hours, weekends, and holidays.
- (I) Ability to meet ultimate prescribed certification level as per the certification and training policy.
- (J) Ability to work independently and to complete daily activities according to work schedule.
- (K) Ability to effectively communicate orally and in writing.
- (L) Ability to understand, follow and transmit written and oral instructions.
- (M) Ability to establish and maintain effective working relationships with Utility Personnel, Parks and Recreation personnel, Electricians and general public.

LICENSING AND CERTIFICATIONS

- (A) Valid state issued drivers license

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