

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: 02/02/12

Regular Full-Time Positions

Animal Adoption Assist. Attendant – Environmental#433
Automotive Tech Senior – Garage#422
Control Operator – Utilities#343
Equipment Operator – Streets#165
Financial Analyst – Finance#725
Meter Service Investigator – Utilities#865
Parks Maintenance Worker – Parks#146
Utilities Maintenance – Utilities#268

Regular Full-Time Public Safety Positions

Academy Cadet – Fire#2011-8 - **HIRING LIST ONLY**
Certified Firefighter/Paramedic – Fire# 2011-8
Certified Police Officer – Police #2012-1
Certified Police Officer -SRO – Police#2011-2
EMS Specialist – Fire #129
Non-Certified Police Officer – Police#2012-1

Temporary/Seasonal Positions

Golf Course Maintenance Worker – Golf#276
Golf General Laborer – Golf#785
Wastewater general Laborer – Utilities#867

Seasonal Recreation Positions

Recreation

Activity Leader – Recreation #2012
Activity Supervisor – Recreation #2012
Basketball Coordinator – Recreation#2012
Basketball Referee – Recreation #2012
Basketball Supervisor – Recreation#2012
Tennis Instructor – Recreation#2012
Volleyball Instructor – Recreation #2012
Weight Training Instructor – Recreation #2012

Pools

Cashier – Pools #2012
Head Lifeguard – Pools#2012
Learn to Swim Instructor – Pools #2012
Lifeguard – Pools #2012
Pool Manager – Pools #2012

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Academy Cadet #2011-8 HIRING LIST ONLY

Fire

\$11.00 per hour – Academy Duration

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

21 Week Academy

POSTED: December 20, 2011 – Will close any time after 5:00 p.m. December 29, 2011.

ESSENTIAL DUTIES

Regular attendance of the City of Hobbs Fire Academy to learn and perform general firefighter duties as required of this position. Cadets perform emergency aid activities and provide other assistance as required. Participates in fire drills, attends classes in firefighting, emergency medical, hazardous materials, and related subjects. Operate radio and other communication equipment. Upon successful completion of the fire academy and state certifications, cadets are eligible for firefighter hourly and yearly salary of \$12.76 to \$18.01 per hour; Yearly Salary: \$37,259.20 - \$52,589.20.

MINIMUM QUALIFICATIONS

Education and Experience: – ACADEMY CADET

Reached the age of majority (18 years of age); must hold a High School diploma or GED at date of hire.

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 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.

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 meet the special requirements listed below.

SPECIAL REQUIREMENTS

- (A) 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
- (B) No felony convictions or disqualifying criminal histories within the past seven (7) years.
- (C) Must be able to read and write the English language.
- (D) Must be able to meet Department physical standards.
- (E) Maintain insurability and operate city vehicles in accordance with insurance policy.
- (F) Residency requirement: See personnel rules Sec. 2.56.1030 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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Animal Adoption Center Assistant Attendant #433

Fire

\$9.63 per hour to \$11.07 per hour (DOE) (Hiring Range)

\$9.63 per hour to \$13.64 per hour (Full Range)

SHIFT: 7:00 a.m. to 4:00 p.m. – Wednesday - Sunday

POSTED: January 26, 2012 – May close any time after 5:00 p.m. February 1, 2012.

ESSENTIAL DUTIES

Maintains animal adoption center ensuring a healthy, safe, sanitary, pleasant and clean facility for the animals and the public at all times. Maintains the animal adoption center grounds. Cleans and sterilizes all kennels, cages, floors, walls and isolation/quarantine areas; cleans water and food dishes and related kennel equipment such as crematorium and facilities such as bathroom, offices, training room, lobby, and other areas. Responsible for feeding and providing fresh water to all animals in the shelter. Properly kennels all animals.

MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school or GED equivalent.
- (B) Experience in care or handling of domestic animals or related work preferred.

Skills, Knowledge and Abilities:

- (A) Skill in handling all cleaning supplies, buffer, vacuum, and personal protective equipment while cleaning.
- (B) Skill in handling of a snare, asp, and an animal control stick in order to capture, disable and/or restrain animals.
- (C) Ability to obtain knowledge of canine breeds.
- (D) Ability to undergo a series of prophylaxis vaccinations.
- (E) Ability to interact with the public in a positive manner.
- (F) Ability to work with aggressive, vicious and/or biting animals.
- (G) Ability to objectively evaluate animals for adoption based on their health and temperament.
- (H) Ability to use personal computer based software.
- (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 Environmental personnel, Fire Department, and general public.

LICENSING AND CERTIFICATION

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

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Automotive Technician Senior #422

Garage

\$20.07 per hour to \$23.08 per hour (DOE)(Hiring Range)

\$20.07 per hour to \$28.46 per hour (Full Range)

SHIFT: 7:00am – 4:00pm; Monday thru Friday

POSTED: February 02, 2012 – May close any time after 5:00 p.m. February 08, 2012.

ESSENTIAL DUTIES

Serves as a mechanic for light, medium, or heavy vehicles and equipment. Inspects, diagnoses, repairs, maintains, or replaces components. Performs overhauls, major or minor repairs such as tune-ups, oil-changes, battery replacement, brake jobs, lubricates and services automobiles or equipment, changes or repairs tires and/or tubes. Makes service calls to job sites; evaluates and troubleshoots, makes adjustments or performs on-site repairs. Troubleshoots and performs repairs using engine analyzers and electronic scan equipment. Interprets computer fault codes. Detects faulty items, determines cause of malfunction, and determine best repair method. Takes equipment apart to inspect, repair, or modify various components and systems; reassembles equipment. Examines parts for damage, using gauges and meters. Cleans parts by soaking them in solvent or spraying them. Utilizes welding equipment to weld broken frames or parts. Tests repaired automotive or equipment for proper operation and safety.

MINIMUM QUALIFICATIONS

Education and Experience:

Graduation from high school or GED equivalent, with specialized training in mechanics, plus five years of experience in maintenance management of automotive equipment and small engine repair.

Skills, Knowledge and Abilities:

- (A) Knowledge of construction, assembly, adjustment and maintenance of a wide variety of auto, truck, maintenance and construction equipment.
- (B) Knowledge of combustible, diesel or gasoline engines, transmissions, valves and generators, hydraulic systems, electrical systems, etc.
- (C) Knowledge of computers and systems used in automotive service and repair.
- (D) Basic knowledge of hydraulic circuitry, cylinders and motors.
- (E) Ability to operate a variety of hand, power and pneumatic tools to repair light to heavy-duty equipment. Ability to operate a hydraulic press and drill press.
- (F) Ability to perform welding and metalworking projects on equipment.
- (G) Ability to read and comprehend schematics.
- (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, follow and transmit written and oral instructions.
- (K) Ability to establish and maintain effective working relationships with all City department personnel and general public.

LICENSING AND CERTIFICATIONS

- (A) Valid state issued driver's license with CDL endorsement.
- (B) Must possess and maintain Automotive Service Excellence (ASE) Certification.
 - 1. Engine Repair
 - 2. Engine Performance
 - 3. Brakes
 - 4. Electrical and Electronic Systems
 - 5. Two additional elective fields

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Certified Firefighter or Paramedic #2011-8

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: December 20, 2011 – Will close any time after 5:00 p.m. December 29, 2011.

ESSENTIAL DUTIES

FIREFIGHTER - \$12.76 per hour to \$18.01 per hour; Yearly Salary: \$37,259.20 - \$52,589.20 (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 - \$15.30 per hour to \$21.62 per hour; Yearly Salary: \$44,676.00 – \$63,130.40 (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.

MINIMUM QUALIFICATIONS

Education and Experience – FIREFIGHTER

Reached the age of majority (18 years of age); Must hold a High School diploma or GED at date of testing; 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 Hobbs Fire Training Academy within eleven (11) months from date of hire. Must successfully complete an EMT Basic class and receive New Mexico State licensure within one (1) year from date of hire. 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. 2.56.1030 for more details.

LICENSING AND CERTIFICATIONS

- (A) Must possess a valid driver's license

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Certified Police Officer #2012-1

Police

Certified - \$22.28 per hour to \$25.62 per hour (DOE) (Hiring Range)

\$22.28 per hour to \$28.38 per hour (Full Range)

Twelve (12) Hour Shifts; Every other Friday, Saturday, and Sunday off

Days: 7:00 a.m. to 7:00 p.m. or 7:00p.m. – 7:00a.m.

POSTED: January 18, 2012 – May close any time after 5:00 p.m. January 24, 2012.

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.

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. 2.56.1030 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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Certified Police Officer - School Resource Officer #2011-2

Police

\$22.28 per hour to \$25.62 per hour (Hiring Range)(DOE)

\$22.28 per hour to \$28.38 per hour (Full Range)

SHIFT: Monday thru Friday 8:00a.m. - 4:00p.m. - School Year; Rotating Shift - Summer

POSTED: September 22, 2011 – May close any time after 5:00 p.m. September 28, 2011.

ESSENTIAL DUTIES

Interacts with students, school faculty, community and parents to promote positive school and police interactions. Liaison and resource between law enforcement and the school system.

Regular attendance is required to perform the duties of this position. Maintains proficiency with all authorized and issued weapons. Coordinate and post all extra-duty for school sponsored events. Work with 'at-risk' children referrals. Review daily crime reports and communicate with school officials pertinent information. Make community presentations on topics concerning juveniles and other related topics, as requested. Interact closely with Community Education Sergeant to coordinate presentations at the Junior High and High School level. Provide end of the month report detailing problems, areas of concerns, needs and successes. Conduct meetings as needed for information exchange and dealing with special problems.

MINIMUM QUALIFICATIONS

Education and Experience:

High School graduate or GED equivalent. Completion of the state basic training academy and hold a New Mexico State Law Enforcement certification or have the ability to hold a New Mexico State Law Enforcement certificate by completing the certification by waiver academy. One year as a commissioned police officer.

Skills, Knowledge and Abilities:

- (A) Thorough knowledge of modern law enforcement principles, procedures, techniques and equipment;
- (B) Thorough knowledge of applicable laws, ordinance, and department rules and regulations; Extensive knowledge of the city's geography.
- (C) Ability to train and supervise subordinate personnel; ability to perform work requiring good physical condition;
- (D) Ability to effectively communicate orally and in writing; ability to maintain effective working relationships with fellow employees, supervisors, and the public; Ability to analyze complex situations, problems and use sound judgment in evaluating and making decisions; Ability to follow and give verbal and written instructions.
- (E) Skill in operation of listed tools and equipment
- (F) Ability to meet special requirements listed below.

LICENSING AND CERTIFICATIONS

- (A) Valid State issued Driver's License
- (B) CPR/First Aid certification
- (C) Residency requirement: residing within the five (5) mile planning radius of the city.*

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Control Operator I, II, III, or IV #343

Utilities

\$13.10 per hour to \$26.00 per hour (DOE)

SHIFT: Rotating

POSTED: January 12, 2012 – May close any time after 5:00 p.m. January 19, 2012.

ESSENTIAL DUTIES

Monitors and maintains equipment in relation to the wastewater treatment plant and pump stations on assigned shift. Ensures that wastewater and biosolids undergo appropriate treatment/stabilization methods according to local, state and federal regulations and to protect public health. Monitors and as directed, operates computerized control systems and related equipment within the wastewater treatment plant to regulate liquid waste, sewage treatment and the disposal of sewage and wastes. Operates associated thickening equipment (pumps, grinders, centrifuge) to maintain proper biological treatment capabilities. Loads biosolids for transport to landfill. Operates and maintains assorted pump stations, wet wells and controls. Operates assorted pumps and valves used to control flows and treatment processes based upon established parameters. Periodically patrols plant to check equipment operating status and the respective treatment processes for proper operation and to maintain facility security. Monitors and reads recording instruments used for flow measurement, chemical consumption, disinfection and odor control. Detects malfunctions and notifies supervision promptly to insure plant systems and equipment are operating within prescribed limits. Utilizes and maintains specialized safety equipment (SCBAs, gas detectors, ventilators, etc) associated with safely handling of the respective chemicals and compounds. Collects various samples to detect chemical and bacterial content, conducts basic laboratory testing procedures and makes adjustments to facility processes as directed. Records and maintains reports concerning plant operations. Completes work orders issued for equipment maintenance, repairs and calibration. Performs security checks throughout plant and on grounds. Performs various housekeeping assignments. Assists in the installation and repair of plant machinery utilizing assorted light and heavy equipment. Performs repairs on various concrete surfaces as needed. Operates equipment specific to corrosion control and the application of industrial coatings.

MINIMUM QUALIFICATIONS

Education and Experience – **Control Operator – \$13.10 – \$15.07 per hour (DOE)**

Graduation from high school or GED equivalent, with one year plant experience preferred.

Education and Experience – **Control Operator I – \$13.10 – \$15.07 per hour (DOE)**

Graduation from high school or GED equivalent and possess a NM Wastewater Systems I, which requires one year experience in a wastewater utility plus 10 training credits.

Education and Experience – **Control Operator II – \$14.85 - \$17.08 per hour (DOE)**

Graduation from high school or GED equivalent and possess a NM Wastewater Systems II, which requires two years experience in a wastewater utility plus 30 training credits.

Education and Experience – **Control Operator III – \$16.59 - \$19.08 per hour (DOE)**

Graduation from high school or GED equivalent and possess a NM Wastewater Systems III, which requires four years experience in a wastewater utility plus 50 training credits, and Compost Operator certification.

Education and Experience – **Control Operator IV – \$18.32 – \$21.07 per hour (DOE)**

Graduation from high school or GED equivalent and possess a NM Wastewater Systems IV, which requires one year as a level III certificate holder plus 80 training credits, and Compost Operator certification.

Skills, Knowledge and Abilities:

- (A) Basic knowledge of processing equipment, facilities and procedures. Working knowledge in the maintenance, construction and repair activities associated with mechanical systems.
- (B) Basic computer skills for entering sample results into a computer and monitoring the treatment process. Ability to perform basic mathematical calculations.
- (C) Ability to learn basic laboratory techniques and procedures for analyzing wastewater samples.
- (D) Ability to work under conditions with objectionable odors and potentially hazardous environments. Ability to work within trenches and at various heights.
- (E) Ability to work rotating shift work, and provide additional coverage when deemed necessary.
- (F) Ability to read and understand basic process, piping and electrical schematics.
- (G) Ability to operate and maintain light and heavy equipment.
- (H) Ability to meet ultimate prescribed certification level as per the certification and training policy.
- (I) Ability to work independently and to complete daily activities according to work schedule.
- (J) Ability to effectively communicate orally, via radio and in writing. Ability to understand, follow and transmit written and oral instructions in English.
- (K) Ability to establish and maintain effective working relationships with Wastewater Treatment Plant personnel, Utilities personnel, and the general public.

LICENSING AND CERTIFICATION

- (A) Valid state issued drivers license.

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EMS Specialist #129

Fire Department

EMT – B: \$12.04 per hour to \$13.85 per hour (DOE)(Hiring Range)
\$12.04 per hour to \$17.08 per hour (Full Range)

EMT – I: \$16.06 per hour to \$18.47 per hour (DOE)(Hiring Range)
\$16.06 per hour to \$21.99 per hour (Full Range)

EMT – P: \$18.98 per hour to \$21.83 per hour (Hiring Range)
\$18.98 per hour to \$25.99 per hour (Full Range)

SHIFT: Rotating 12 hour shifts

POSTED: January 04, 2012 – May close any time after 5:00pm January 10, 2012.

ESSENTIAL DUTIES

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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Equipment Operator #165

Street

\$14.85 per hour to \$17.08 per hour (DOE) (Hiring Range)

\$14.85 per hour to \$21.06 per hour (Full Range)

SHIFT: 7:00 a.m. to 3:30 p.m. – Monday thru Friday

POSTED: October 20, 2011 – May close any time after 5:00 p.m. October 26, 2011.

ESSENTIAL DUTIES

Operates a variety of construction equipment and vehicles utilized in construction, maintenance and repair of streets, alleys, storm drains and other City owned facilities. Operates trucks and equipment of various sizes and weight in loading, hauling, and unloading various equipment, material and supplies. Fills and resurfaces holes, ditches, cracks, cutting out, backfilling, and compacting, patching and/or rolling with slurry seal, crack seal, cold mix, black rock, asphalt, concrete, caliche, and other permanent paving materials. Performs a variety of general construction work, including facilities maintenance and/or welding. Rebuilds and changes out sweeper heads and gutter brooms for street sweepers. Other duties include picking up and disposing of special trash collection such as auto accident debris or spills, street sweeping, de-icing streets with brine water, and cleaning out storm drains. Insures roadway is clear of debris prior to applying paving material. Serves as a spotter, flagging water and gas meters, manhole covers, sewer cleanouts, and ensuring electrical, telephone and cable lines are not damaged. Assists in setting up warning devices and barricades and controlling traffic at work sites by flagging to guide traffic through work areas as required. Responds to public complaints. May be subject to after hour and weekend call-outs.

MINIMUM QUALIFICATIONS

Education and Experience:

Graduation from high school or GED equivalent, with two years of experience in work involving medium and heavy equipment operation.

Skills, Knowledge and Abilities:

- (A) Knowledge of materials, methods, techniques, terminology, and equipment used in construction.
- (B) Knowledge of emulsion in regards to paving materials, asphalt, concrete, and other related materials.
- (C) Ability to read and comprehend equipment specifications and various gauges.
- (D) Ability to work after hours, weekends, and holidays.
- (E) Ability to work independently and to complete daily activities according to work schedule.
- (F) Ability to effectively communicate orally and in writing.
- (G) Ability to understand, follow and transmit written and oral instructions.
- (H) Ability to establish and maintain effective working relationships with all Street personnel, various other City personnel and general public.

LICENSING AND CERTIFICATIONS

- (A) Valid state issued driver's license with the ability to obtain CDL endorsement.
- (B) Ability to obtain forklift certification.

Apply: Human Resources Department
City of Hobbs
200 E. Broadway
Hobbs, NM 88240
Voice: (575) 397-9230 FAX: (575) 397-9212
Email: personnel@hobbsnm.org



Financial Analyst #725

Finance

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

\$20.31 per hour to \$28.82 per hour (Full Range)

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

POSTED: September 15, 2011 – May close any time after 5:00 p.m. September 21, 2011.

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.

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.

Apply: Human Resources Department
City of Hobbs
200 E. Broadway
Hobbs, NM 88240
Voice: (575) 397-9230 FAX: (575) 397-9212
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Meter Service Investigator #865

Utilities

\$13.10 per hour to \$15.06 per hour (DOE) (Hiring Range)

\$13.10 per hour to \$18.60 per hour (Full Range)

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

POSTED: August 25, 2011 – May close any time after 5:00 p.m. August 31, 2011.

ESSENTIAL DUTIES

Performs connects, disconnects in water system and emergency water calls. Makes rereads when necessary. Investigates deposit checks for non-payment, new accounts, and read-only's in cooperation with water office. Makes water meter connections and disconnections digging out meters when covered by dirt, cleaning, repairing and testing water meters as necessary. Pumps water out of flooded meters. Inspects meters to insure proper function and reports broken lids, damage, or other meter defects. Assists customers with information regarding observed leaks, low-pressure complaints and general information relating to high bills or refers to the appropriate source. Notifies customers of water being off for repairs or delivers door hangers for notices of cut offs or turning service on and off at meters, delinquent accounts; locks-out or resumes service once arrangements for payment have been made. Maintains assigned vehicle and tools to ensure that equipment is safe, clean and in useable condition.

MINIMUM QUALIFICATIONS

Education and Experience:

Graduation from high school or GED equivalent, with one year experience in utility meter reading, metering service and meter repair and maintenance preferred. Must possess and maintain Water Systems I certification, plus maintain 10 training credits.

Skills, Knowledge and Abilities

Working knowledge of equipment, facilities, materials, methods and procedures used in meter reading, metering service and meter repair activities.

- (A) Ability to learn the geography of the City and assigned routes.
- (B) Ability to perform and record accurate reads and document data from various types of meter dials.
- (C) Ability to deal effectively with angry or difficult customers.
- (D) Ability to work independently and to complete daily activities according to work schedule.
- (E) Ability to effectively communicate orally and in writing.
- (F) Ability to understand, follow and transmit written and oral instructions.
- (G) Ability to establish and maintain effective working relationships with Utilities personnel and general public.

LICENSING AND CERTIFICATIONS

- (A) Valid state issued driver's license.
- (B) Must possess and maintain Water Systems I certification.

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Non-Certified Police Officer #2012-1

Police

Non-Certified - \$18.00 per hour to – Academy Duration
Twelve (12) Hour Shifts; Every other Friday, Saturday, and Sunday off
Days: 7:00 a.m. to 7:00 p.m. or 7:00p.m. – 7:00a.m.

POSTED: January 18, 2012 – May close any time after 5:00 p.m. January 24, 2012

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.

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. 2.56.1030 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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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: January 12, 2012 – May close any time after 5:00 p.m. January 19, 2012.

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.

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.

Apply: Human Resources Department
City of Hobbs
200 E. Broadway
Hobbs, NM 88240
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Email: personnel@hobbsnm.org



Utility Maintenance Uncertified, I, II, III, or IV #268

Utilities

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

SHIFT: 6:30 a.m. to 5:30 p.m. – Four (4) day work week

POSTED: September 22, 2011 – May close any time after 5:00 p.m. September 28, 2011.

ESSENTIAL DUTIES

Performs labor involved in construction and maintenance of distribution and collection systems. Duties include manhole and sewer line cleaning, pavement cutting, ditch digging, and pipe repair, laying, cutting, fitting, tapping, backfilling, and tamping. Installs, maintains, and flushes sewer lines and drinking water mains, repairing or replacing gate valves, fittings, and pumps. Installs and services fire hydrants. Shuts off broken sections of water mains. Performs meter repair, meter box repair or replacement. Repairs leaks and changes valves to water laterals or replaces the lateral. Maintains and operates sewer lift stations. Sets forms and pours concrete to replace sidewalks, driveways, etc., after completion of system repairs. Inspects and maintains streets, drainage systems and sewer system frequently to insure that all aspects of collection and distribution are functioning properly. Responds to complaints regarding water leaks, pressure loss or no water; evaluates situation; explains findings to supervisor. Insures proper maintenance of equipment and tools by cleaning and checking equipment and tools after use. Maintains and operates high velocity trucks to clear and maintain collection systems. Operates dump truck and lowboy float to haul backhoe and debris to and from job sites. Operates a backhoe and/or serves as a spotter to determine the locations of gas, telephone, power, cable, water and sewer lines from the appropriate sources prior to excavation. Completes daily work orders relating to inspections and maintenance activity. Engages in necessary traffic control, setting up work zone safety. Conducts on-call duties as assigned performing emergency repairs after normal duty hours, weekends, and holidays.

MINIMUM QUALIFICATIONS

Education and Experience – Utility Maintenance - \$13.10 - \$15.07 per hour (DOE) (Hiring Range)

Graduation from high school or GED equivalent, prefer one year of experience relating to construction, maintenance or repair, or any equivalent combination of education and experience.

Education and Experience – Utility Maintenance I - \$14.85 - \$17.08 per hour (DOE) (Hiring Range)

Graduation from high school or GED equivalent. Must possess and maintain NM Water Systems I or Distribution Systems I and Collections Systems I, which requires 1 year of utility experience plus 10 training credits.

Education and Experience – Utility Maintenance II - \$14.85 - \$17.08 per hour (DOE) (Hiring Range)

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

Education and Experience – Utility Maintenance III - \$16.59 - \$19.08 per hour (DOE) (Hiring Range)

Graduation from high school or GED equivalent. Must possess and maintain NM Water Systems III or Distribution Systems III and Collections Systems II, which requires 4 years of utility experience plus 50 training credits.

Education and Experience – Utility Maintenance IV - \$18.32 - \$21.07 per hour (DOE) (Hiring Range)

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

Skills, Knowledge and Abilities:

- (A) Working knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities.
- (B) Knowledge of operating light to medium/heavy equipment with skill and safety.
- (C) Knowledge of traffic laws, ordinances and regulations pertaining to operations of motorized equipment.
- (D) Ability to gain knowledge of gas detection and monitoring.
- (E) Ability to gain knowledge of municipal water and sewer services.
- (F) Ability to understand and read gauges, GIS maps, and operation or service manuals.
- (G) Ability to perform heavy manual tasks for extended periods of time.
- (H) Ability to work after hours, weekends, and holidays.
- (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 Utility personnel, Street personnel and general public.

LICENSING AND CERTIFICATIONS

- (A) Valid state issued drivers license.
- (B) CDL endorsement or ability to obtain within six (6) months of employment

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Activity Leader #2012

Seasonal – Recreation

\$7.50 per hour to \$8.68 per hour (DOE)

June & July; 26 – 33 hrs/wk. Works July 4th. May work sporadically in May (if schedule allows).

POSTED: January 26, 2012 – May close any time after 5:00 p.m. February 1, 2012.

GENERAL DESCRIPTION

Provide leadership and direction to playground participants. Assist in organizing programs for children, including physical activities and games, arts and crafts, and special events. Actively interact and participate in the planned activities.

MINIMUM QUALIFICATIONS

Education and Experience:

Any combination of education and knowledge equivalent to a high school educational background. Must possess a valid state issued driver's license and have a phone or reliable message contact.

Skills, Knowledge and Abilities:

- (A) Ability to establish and maintain effective working relationships with employees, participants and the general public.
- (B) Ability to follow written and oral instructions;
- (C) Ability to communicate effectively orally and in writing;
- (D) Ability to interact and supervise the participation of patrons.

SPECIAL REQUIREMENTS

- (A) Residency Requirement: See personnel rules Sec. 21-9-4 for more details.
- (B) Maintain insurability and operate city vehicles in accordance with insurance policy.

TOOLS AND EQUIPMENT USED

Recreational equipment: Balls, bats, craft supplies, etc., phone, calculator, radio, copy machine and automobile.

Apply: Human Resources Department
City of Hobbs
200 E. Broadway
Hobbs, NM 88240
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Activity Supervisor #2012

Seasonal – Recreation

\$9.50 per hour to \$11.00 per hour (DOE)

June & July; 30 – 36 hrs/wk. Works July 4th. May work sporadically in May, if schedule allows.

POSTED: January 26, 2012 – May close any time after 5:00 p.m. February 1, 2012.

GENERAL DESCRIPTION

Plan, organize and coordinate a summer playground program for children, including physical activities, arts and crafts, and special events. Actively interact and participate in the planned activities. Provide leadership and direction to participants and staff.

MINIMUM QUALIFICATIONS

Education and Experience:

High school diploma or GED, plus two (2) years accumulative field experience in a related field. Must possess a valid driver's license and have a phone or reliable message contact.

Skills, Knowledge and Abilities:

- (A) Working knowledge in planning and administration.
- (B) Ability to establish and maintain effective working relationships with employees, participants and the general public.
- (C) Ability to follow written and oral instructions
- (D) Ability to communicate effectively orally and in writing; Ability to plan and supervise the work and participation of paid staff and patrons; Ability to develop, coordinate and direct various activities involved in a summer playground program.
- (E) Skill in First Aid and CPR

SPECIAL REQUIREMENTS

- (A) Residency Requirement: See personnel rules Sec. 21-9-4 for more details.
- (B) Maintain insurability and operate city vehicles in accordance with insurance policy.

TOOLS AND EQUIPMENT USED

Recreational equipment: Balls, bats, craft supplies, etc., phone, calculator, radio, copy machine and automobile.

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Basketball Coordinator #2012

Seasonal - Recreation

\$9.50 per hour to \$11.00 per hour (DOE)

Shift: 8:00 a.m. thru 9:00 p.m. Varies depending on games scheduled. (40 hours per week)

POSTED: January 26, 2012 – May close any time after 5:00 p.m. February 1, 2012.

ESSENTIAL DUTIES

Regular attendance is required to perform the duties of this position. Publicize program beginning dates and recruit players and coaches through various types of hard and soft media. Organize teams and develop playing schedules for specified league time period. Provide training for coaches of the program. Maintain related records for the basketball program. Prepare weekly work schedules for referees to insure adequate coverage of games. Manage and supervise gymnasiums during scheduled games to include crowd control and player supervision.

MINIMUM QUALIFICATIONS

Education and Experience:

Graduation from High School or GED

Skills, Knowledge and Abilities:

- (A) Working knowledge of the game of basketball and its rules.
- (B) Skill in operation of listed equipment.
- (C) Ability to establish and maintain effective working relationships with employees, supervisors, participants and the general public. Ability to communicate effectively verbally and in writing; ability to give and understand oral instructions.
- (D) Considerable knowledge of recreation philosophy, planning and administration.

LICENSING AND CERTIFICATIONS

- (A) Valid State issued Driver's License
- (B) Residency requirement: residing within the five (5) mile planning radius of the city.*
- (C) Phone or reliable phone contact.

Apply: Human Resources Department
City of Hobbs
200 E. Broadway
Hobbs, NM 88240
Voice: (575) 397-9230 FAX: (575) 397-9212
Email: personnel@hobbsnm.org



Basketball Referee #2012

Seasonal - Recreation

\$7.50 per hour to \$8.68 per hour (DOE)

Shift: 8:00 a.m. thru 9:00 p.m. Varies depending on games scheduled. (20-40 hours per week)

POSTED: January 26, 2012 – May close any time after 5:00 p.m. February 1, 2012.

GENERAL DESCRIPTION

Performs routine work in instructing program participants and officiating basketball games.

MINIMUM QUALIFICATIONS

Education and Experience

Some High School or currently attending. Working knowledge of the game of basketball and its rules.

Skills, Knowledge and Abilities:

- (A) Skill in operation of listed equipment.
- (B) Ability to establish and maintain effective working relationships with employees, supervisors, participants, and the general public. Ability to communicate effectively orally and in writing; ability to give and understand oral instructions.
- (C) Proficient basketball refereeing skills.

SPECIAL REQUIREMENTS

- (A) Residency requirement: See personnel rules Sec. 21-9-4 for more details.
- (B) Maintain insurability and operate City vehicles in accordance with insurance policy.

TOOLS AND EQUIPMENT USED

Basketball scoreboard and score clock.

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Email: personnel@hobbsnm.org



Basketball Supervisor #2012

Seasonal - Recreation

\$8.50 Per Hour to \$9.85 Per Hour (DOE)

Shift: 8:00 a.m. thru 9:00 p.m. Varies depending on games scheduled. (20-40 Hours Per Week)

POSTED: January 26, 2012 – May close any time after 5:00 p.m. February 1, 2012.

GENERAL DESCRIPTION

Performs administrative supervisory and professional work in coordinating various basketball programs.

MINIMUM QUALIFICATIONS

Education and Experience:

Graduation from High School or GED, or any equivalent combination of education and experience. Working knowledge of the game of basketball and its rules. Must possess a valid state issued drivers' license.

Skills, Knowledge and Abilities:

- (A) Skill in operation of listed equipment.
- (B) Ability to establish and maintain effective working relationships with employees, supervisors, participants, and the general public. Ability to communicate effectively orally and in writing; ability to give and understand oral instructions.

SPECIAL REQUIREMENTS

- (A) Residency requirement: See personnel rules Sec. 21-9-4 for more details.
- (B) Maintain insurability and operate City vehicles in accordance with insurance policy.

TOOLS AND EQUIPMENT USED

Basketball scoreboard and score clock.

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Cashier #2012

Seasonal - Pools

\$7.50 per hour to \$8.68 per hour (DOE)

Hours Vary — Hours per week and shifts to be announced (40 hours per week).

POSTED: January 26, 2012 – May close any time after 5:00 p.m. February 1, 2012.

GENERAL DESCRIPTION

Responsible for providing quality customer service while taking admission fees, providing correct change and ensuring maximum security of the daily revenue.

MINIMUM QUALIFICATIONS

Education and Experience:

Any combination of education and knowledge equivalent to a high school background, prefer cashier and personal computer experience. Must possess a valid state issued driver's license. Must have a phone or reliable message contact.

Skills, Knowledge and Abilities:

- (A) Skill in operation of listed equipment.
- (B) Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, participants, instructors and the general public; ability to communicate effectively orally and in writing; ability to give and understand oral instructions.

SPECIAL REQUIREMENTS

- (A) Residency Requirement: See personnel rules Sec. 21-9-4 for more details.
- (B) Maintain insurability and operate city vehicles in accordance with insurance policy.

TOOLS AND EQUIPMENT USED

Phone, cash register and personal computer.

Apply: Human Resources Department
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Voice: (575) 397-9230 FAX: (575) 397-9212
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Head Lifeguard #2012

Seasonal - Pools

\$9.50 per hour to \$11.00 per hour (DOE)

Hours Vary — Hours per week and shifts to be announced (40 hours per week)

POSTED: January 26, 2012 – May close any time after 5:00 p.m. February 1, 2012.

GENERAL DESCRIPTION

Responsible for assisting the Pool Management Team with the operations and maintenance of the aquatic facilities, as well as the programs and special events held at those facilities. Specifically, the Head Lifeguard is responsible for supervising the activities that occur on the decks, in the pools and in the surrounding areas inside the facility's fence.

MINIMUM QUALIFICATIONS

Education and Experience:

Any combination of education and knowledge equivalent to a high school background; plus one (1) year experience as a lifeguard. Must possess a state issued driver's license, have a phone or reliable message contact and certification in American Red Cross Lifeguard Training, First Aid and CPR.

Skills, Knowledge and Abilities:

- (A) Skill in operation of listed equipment.
- (B) Skill in American Red Cross Community First Aid and CPR.
- (C) Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, participants, instructors and the general public; ability to communicate effectively orally and in writing; ability to give and understand oral instructions.
- (D) Ability to effectively teach swimming lessons; ability to effectively enforce safety and health regulations relating to an aquatics program.

SPECIAL REQUIREMENTS

- (A) Residency Requirement: See personnel rules Sec. 21-9-4 for more details.
- (B) Maintain insurability and operate city vehicles in accordance with insurance policy.

TOOLS AND EQUIPMENT USED

Phone, cash register, various hand tools used for pool operation and maintenance and pool testing equipment.

Apply: Human Resources Department
City of Hobbs
200 E. Broadway
Hobbs, NM 88240
Voice: (575) 397-9230 FAX: (575) 397-9212
Email: personnel@hobbsnm.org



Learn to Swim Instructor #2012

Seasonal - Pools

\$8.50 per hour to \$9.85 per hour (DOE)

Hours Vary — Hours per week and shifts to be announced (40 hours per week)

POSTED: January 26, 2012 – May close any time after 5:00 p.m. February 1, 2012.

GENERAL DESCRIPTION

Responsible for providing aquatics learning in a safe environment.

MINIMUM QUALIFICATIONS

Education and Experience:

Any combination of education and knowledge equivalent to a high school background. Must possess a valid state driver's license, have a phone or reliable message contact, prefer Certification in American Red Cross Water Safety Instruction, First Aid, and CPR.

Skills, Knowledge and Abilities:

- (A) Skill in operation of listed equipment.
- (B) Skill in American Red Cross Community First Aid and CPR.
- (C) Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, participants, instructors and the general public; ability to communicate effectively orally and in writing; ability to give and understand oral instructions.
- (D) Ability to effectively teach swimming lessons; ability to effectively enforce safety and health regulations relating to an aquatics program.

SPECIAL REQUIREMENTS

- (A) Residency Requirement: See personnel rules Sec. 21-9-4 for more details.
- (B) Maintain insurability and operate city vehicles in accordance with insurance policy.

TOOLS AND EQUIPMENT USED

Phone, various hand tools used for pool operation and maintenance, pool testing equipment and equipment used in the instruction of swim lessons such as kick boards and pull buoys.

Apply: Human Resources Department
City of Hobbs
200 E. Broadway
Hobbs, NM 88240
Voice: (575) 397-9230 FAX: (575) 397-9212
Email: personnel@hobbsnm.org



Lifeguard #2012

Seasonal - Pools

\$8.50 per hour to \$9.85 per hour (DOE)

Hours Vary — Hours per week and shifts to be announced (40 hours per week).

POSTED: January 26, 2012 – May close any time after 5:00 p.m. February 1, 2012.

GENERAL DESCRIPTION

Responsible for ensuring the safety of the facility patrons by preventing, recognizing and responding to emergencies.

MINIMUM QUALIFICATIONS

Education and Experience:

Any combination of education and knowledge equivalent to a high school background; plus certification in American Red Cross Lifeguard Training, First Aid and CPR; WSI is desired, but not required. Must have a phone or reliable message contact.

Skills, Knowledge and Abilities:

- (A) Skill in operation of listed equipment.
- (B) Skill in American Red Cross Community First Aid and CPR.
- (C) Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, participants, instructors and the general public; ability to communicate effectively orally and in writing; ability to give and understand oral instructions.
- (D) Ability to effectively teach swimming lessons; ability to effectively enforce safety and health regulations relating to an aquatics program.

SPECIAL REQUIREMENTS

- (A) Residency Requirement: See personnel rules Sec. 21-9-4 for more details.
- (B) Maintain insurability and operate city vehicles in accordance with insurance policy.

TOOLS AND EQUIPMENT USED

Phone, cash register, various hand tools used for pool operation and maintenance and pool testing equipment.

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Pool Manager #2012

Seasonal - Pools

\$10.50 per hour to \$12.15 per hour (DOE)

Hours Vary — Hours per week and shifts to be announced (40 hours per week)

POSTED: January 26, 2012 – May close any time after 5:00 p.m. February 1, 2012.

GENERAL DESCRIPTION

Responsible for managing daily pool operations including, but not limited to, supervising all aquatic staff, maintaining the facility, planning and conducting in-service training for staff as needed.

MINIMUM QUALIFICATIONS

Education and Experience:

Any combination of education and knowledge equivalent to a high school background; plus one (1) year experience as a lifeguard. Prefer supervisory experience. Must possess a state issued driver's license, have a phone or reliable message contact, Certification in American Red Cross Lifeguard Training, First Aid and CPR and Water Safety instruction.

Skills, Knowledge and Abilities:

- (A) Skill in operation of listed equipment.
- (B) Skill in American Red Cross Community First Aid and CPR.
- (C) Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, participants, instructors and the general public; ability to communicate effectively orally and in writing; ability to give and understand oral instructions.
- (D) Ability to effectively enforce safety and health regulations relating to an aquatics program.
- (E) The ability to instruct, assign, supervise, and evaluate life guarding staff in the performance of their duties.
- (F) Knowledge of the principles and practices of facility rules, policies, and procedures.
- (G) Leadership qualities and public relation skills.

SPECIAL REQUIREMENTS

- (A) Residency Requirement: See personnel rules Sec. 21-9-4 for more details.
- (B) Maintain insurability and operate city vehicles in accordance with insurance policy.

TOOLS AND EQUIPMENT USED

Phone, cash register, various hand tools used for pool operation and maintenance, pool testing equipment.

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Tennis Instructor #2012

Seasonal - Recreation

\$7.50 per hour to \$8.68 per hour (DOE)

Hours varies depending on matches scheduled (20-30 hours per week)

POSTED: January 26, 2012 – May close any time after 5:00 p.m. February 1, 2012.

GENERAL DESCRIPTION

Assists in the organizing and coordinating of a summer tennis program for adults and youth.

MINIMUM QUALIFICATIONS

Education and Experience:

Some High School. Working knowledge of teaching tennis techniques and procedures. Must possess a valid State Driver's License

Skills, Knowledge and Abilities:

- (A) Ability to interact and supervise the participation of patrons.
- (B) Ability to establish and maintain effective working relationships with employees, supervisors, participants, and the general public. Ability to communicate effectively orally and in writing; ability to give and understand oral instructions.

SPECIAL REQUIREMENTS

- (A) Residency requirement: See personnel rules Sec. 21-9-4 for more details.
- (B) Maintain insurability and operate city vehicles in accordance with insurance policy.

TOOLS AND EQUIPMENT USED

Tennis racquet, tennis balls, tennis court squeegees, phone and automobile.

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Hobbs, NM 88240
Voice: (575) 397-9230 FAX: (575) 397-9212
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Volleyball Instructor #2012

Seasonal - Recreation

\$7.50 per hour to \$8.68 per hour (DOE)

Varies depending on games scheduled (15-20 Hours per Week)

POSTED: January 26, 2012 – May close any time after 5:00 p.m. February 1, 2012.

GENERAL DESCRIPTION

Assist in the organizing and coordinating of a summer volleyball program for youth.

MINIMUM QUALIFICATIONS

Education and Experience:

Any combination of education and knowledge equivalent to a high school education background. Working knowledge of the game of volleyball and its rules. Must possess a valid state issued driver's license.

Skills, Knowledge and Abilities:

- (A) Skill in the operation of the listed tools and equipment.
- (B) Ability to establish and maintain effective working relationships with employees, participants and the general public. Ability to communicate effectively verbally and in writing; ability to give and understand oral instructions.
- (C) Proficient refereeing skills.

SPECIAL REQUIREMENTS

- (A) Residency requirement: See personnel rules Sec. 21-9-4 for more details.
- (B) Maintain insurability and operate city vehicles in accordance with insurance policy.

TOOLS AND EQUIPMENT USED

Volleyball equipment

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Weight Training Instructor #2012

Seasonal - Recreation

\$7.50 per hour to \$8.68 per hour (DOE)

SHIFT: (20-30 hours weekly)

POSTED: January 26, 2012 – May close any time after 5:00 p.m. February 1, 2012.

GENERAL DESCRIPTION

Assist in planning and supervising individual weight training programs for participants.

MINIMUM QUALIFICATIONS

Education and Experience:

Any combination of education and knowledge equivalent to a high school education background.
Thorough knowledge of acceptable weight lifting procedures and techniques.

Skills, Knowledge and Abilities:

- (A) Skill in CPR and First Aid
- (B) Ability to establish and maintain effective working relationships with employees, participants and the general public.
- (C) Ability to follow written and oral instructions; Ability to communicate effectively orally and in writing; Ability to plan and supervise the work and participation of paid staff and patrons.
- (D) Skill in operation of listed tools and equipment.

SPECIAL REQUIREMENTS

- (A) Residency requirement: See personnel rules Sec. 21-9-4 for more details.
- (B) Valid State issued Driver's License
- (C) Current CPR and First Aid certification or ability to obtain one.

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Golf Course Maintenance Worker #276

Temporary Full Time - Golf

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

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

SHIFT: 6:00 a.m. to 2:00 p.m. – Monday thru Friday; some weekends.

POSTED: February 2, 2012 – May close any time after 5:00 p.m. February 8, 2012.

ESSENTIAL DUTIES

Maintains grounds for the golf course to include putting greens, tees, fairways, roughs, bunkers, open space areas, and other related areas. Performs duties such as mowing, weed eating, edging, seeding, fertilizing, aerating, and applying pesticides, herbicides, and fungicides. Plants turf, trees, shrubs, and flowers. Prunes trees and disposes of large branches. Weed eats around fence lines, tee boxes, and sand bunkers. Maintains and cleans sand bunkers. Inspects, washes and maintains ball washers, drinking fountains, cleans bathrooms and replenishes supplies. Assists in the maintenance of sprinkler systems and the repair and installation of sprinkler lines and heads. Assists with laying cement and cement repair, basic plumbing, carpentry, landscaping and painting. Assists in the construction of new facilities, including clearing, grading, drainage, plantings and foundation work. Conducts visual inspections of golf course turf and trees to determine corrective action necessary to alleviate any problems. Performs routine cleaning and maintenance for assigned equipment. Operates various types of mowers, weed eaters, edgers, blowers, hand tools, sprayers, sod cutters, chain saws, sprayers, trencher, a cement mixer and other equipment as needed. Operates heavy equipment such as a welder and cutting torch, front-end loader, forklift, and a backhoe. Operates tractors of various sizes and weight in loading, hauling and unloading of various equipment and supplies. During winter months, performs preventative maintenance on golf course facilities and equipment as needed.

MINIMUM QUALIFICATIONS

Education and Experience:

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

Skills, Knowledge and Abilities:

- (A) Working knowledge of equipment, materials and supplies used in golf course turf irrigation maintenance and landscaping, 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 weed pests.
- (D) Basic knowledge of carpentry, plumbing, electrical, concrete, and painting practices.
- (E) Ability to understand the dynamics of landscape irrigation systems.
- (F) Ability to work independently and to complete daily activities according to work schedule.
- (G) Ability to effectively communicate orally.
- (H) Ability to understand, follow and transmit written and oral instructions.
- (I) Ability to establish and maintain effective working relationships with Utilities personnel, General Services personnel, Parks and Recreation personnel, Golf Course 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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Golf General Laborer #785

Seasonal – Golf

\$8.50 per hour to \$9.85 per hour (DOE)

Shift: 6:00 a.m. to 2:00 p.m. – Monday thru Friday, some weekends.

POSTED: February 2, 2012 – May close any time after 5:00 p.m. February 8, 2012.

GENERAL DESCRIPTIONS

Performs a variety of skilled and semi-skilled tasks in the maintenance and operation of the golf course.

MINIMUM QUALIFICATIONS

Education and Experience:

Any combination of education and experience equivalent to 10th grade or GED or currently enrolled in high school. Must possess a valid state issued drivers license.

Necessary Knowledge, Skills and Abilities:

- (A) Working knowledge of equipment and tools used in building, maintaining and repairing fine turf and all structures on the golf course.
- (B) Working knowledge of first aid and applicable safety precautions.
- (C) Ability to work under supervision.
- (D) Ability to complete tasks according to a work schedule.
- (E) Ability to establish effective working relationships with employee, supervisors, and public.

TOOLS AND EQUIPMENT USED

Turf care and landscaping equipment, including tractors, movers, airfier, chain saw, edgers, weed trimmers, pumps, sprinklers, irrigation systems, miscellaneous hand and power tools for turf maintenance, carpentry, painting, plumbing, electrical, and cement finishing work.

LICENSING AND CERTIFICATIONS

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

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Wastewater General Laborer #867

Seasonal - Utilities

\$8.50 per hour to \$9.85 per hour (DOE)

SHIFT: 7:00 a.m. 4:00 p.m. - Monday thru Friday, some weekends (or as needed).

POSTED: February 2, 2012 – May close any time after 5:00 p.m. February 8, 2012.

GENERAL DESCRIPTION

Performs a variety of semi-skilled work in the upkeep of the wastewater treatment facilities and grounds.

MINIMUM QUALIFICATIONS

Education and Experience

Prefer six (6) months experience in performing maintenance tasks, such as, painting, grounds keeping and small tool operation.

Necessary Knowledge, Skills, and Abilities:

- (A) Ability to follow verbal and written instructions and directions, including the reading and comprehension of equipment operation manuals, paint application rates, and safety equipment usage.
- (B) Ability to work with cramped quarters, elevated heights and walkways, on top of scaffolding, and in various weather conditions.
- (C) Knowledge in the operation of various painting and grounds keeping tools and equipment.

TOOLS AND EQUIPMENT USED

Motor vehicle, grinders, mixers, sand blaster, airless painters, lawn mowers, weed eaters, hand tools, respirators, safety harnesses, small hand and power tools including shovels, hoes and rakes. Some use of concrete repair and finishing tools.

LICENSING AND CERTIFICATIONS

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

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