

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
www.hobbsnm.org
www.governmentjobs.com**

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. – 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: 04/27/2017

Regular Full-Time Positions

Assistant Parks & Recreation Director – PRCA#167
Control Operator – Utilities#343
Core Superintendent – PRCA#717
~~Equipment Operator – Streets#165 – Closing 4/27/17 at 11:59 pm.~~
Detention Officer – Police#199

Regular Part-Time Positions

Golf Course Maintenance Worker – Golf #222
Player's Service Attendant – GS#475

Regular Full-Time Public Safety Positions

Certified Police Officer – Police#2017-4
Non-Certified Police Officer – Police#2017-4

Temporary/Seasonal Positions

Seasonal Golf Shop Clerk -GS #737
Seasonal Player's Service Attendant – GS#466
Seasonal Trail Maintenance Worker – Golf#883

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Assistant Parks and Recreation Director #167

PRCA

\$33.36 per hour to \$38.36 per hour (DOE) (Hiring Range)

\$33.36 per hour to \$53.33 per hour (Full Range)

SHIFT: Varies

POSTED: March 2, 2017 – Position will remain open until filled and may close any time 5 days after the posting date.

ESSENTIAL DUTIES

The Assistant Director will assist with developing an overall vision, strategic plan and implementing a service culture that engages all Parks & Recreation Department staff. The Assistant Director will initially guide the Department with development of policies and procedures, fee structures, staffing plans, programming and budget development for the CORE in the absence of the CORE Superintendent.

Directly supervises three (3) superintendents: Parks, Recreation, and CORE. Assists superintendents with staffing, budgets, programming, training, and evaluation of each superintendent's division staff. Assists in managing the development and implementation of goals, objectives, policies, and priorities for each division. Assists with implementing a High Performance Organization (HPO) model and culture within the Parks and Recreation Department. Prepares reports and provides technical assistance to the Parks and Recreation Director. Assists with the development of strategic plans, long term planning and Department goals and initiatives. Assists in coordinating departmental activities with those of other departments and outside organizations; provides staff assistance to PRCA Director and City Manager; assists in preparing and presenting staff reports and other necessary communication to City Commission and advisory board meetings. Manages and supervises staff. Oversees hiring, training, and performance evaluations including work methods and procedures. Assists in managing overall department budget including all staff, equipment, supplies, and expenditures. Assists in directing the preparation and implementation of budgetary adjustments as needed. Participates in professional group meetings and stays current on new trends and innovations regarding PRCA services. Develops accurate and detailed revenue and expense reporting procedures. Assists Finance Department with development, monitoring, implementation and auditing of cash handling and deposit procedures. Continuously improve policies and procedures for efficiency of staff and to continuously improve patron's experience. Develop and monitor guest services, feedback, and communication to develop needed changes/additions to existing programming, policies, and procedures. Requires the exercise of considerable initiative and independent analytical and evaluative judgment. Availability to work evening and weekend hours required.

Additional duties as assigned.

PREFERRED MINIMUM QUALIFICATIONS

Education and Experience:

Bachelor's degree in Recreation, Parks & Recreation Administration, Leisure Studies, Turf Management or related field. Master's degree preferred. A minimum of eight (8) years progressively responsible supervisory and managerial experience in a municipal parks and recreation setting including three (3) years at a senior management level. Equivalent combination of education and experience may be considered. A minimum of three (3) years of experience managing multi-generational recreation centers or similar facilities preferred. Management experience in a recreation center or similar facility where positive cash generation was a requirement/mandate preferred. Previous management of aquatic facilities and knowledge of aquatics programming and facility maintenance/operation preferred. Current or previous certification as an Aquatic Facility Manager (AFO) or Certified Pool Operator (CPO) preferred.

Knowledge, Skills, and Abilities

- (A) Excellent communication, writing, planning and organizational skills.
- (B) Ability to manage multiple tasks simultaneously.
- (C) Knowledge of modern principles and practices of recreation program planning and execution.
- (D) Knowledge of parks maintenance and recreation facility management.
- (E) Ability to interact interpersonally with consideration to different points of views to reach agreement as well as to gain cooperation and acceptance of ideas.
- (F) General knowledge of computers and computer skills are desired with intermediate to expert skills in Microsoft Word, Excel, PowerPoint, Publisher.

LICENSING AND CERTIFICATIONS

- (A) Valid state issued driver's license.
- (B) CPR/First Aid Certification with A.E.D. Component Certification required.

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Certified Police Officer #2017-4

Police

Certified - \$24.78 per hour to \$28.50 per hour (DOE) (Hiring Range)

\$24.78 per hour to \$31.84 per hour (Full Range)

Ten (10) Hour Shifts; Sunday thru Wednesday or Wednesday thru Saturday
on Day, Evening, and Midnight shifts

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

POSTED: March 1, 2017 – Position will remain open until filled and may close any time 5 days after the posting date.

ESSENTIAL DUTIES

Regular attendance is required to perform the duties of this position. Works on rotating shifts performing security patrols, traffic control, investigation and first aid at accidents, detection, investigation and arrest of persons involved in crimes or misconduct. Works on assigned shift using own judgment in deciding course of action, expected to handle difficult and emergency situations without assistance. Works mandatory extra duty assignments as needed.

Maintains normal availability by radio or telephone for consultation on major emergencies or precedent. Carries out duties in conformance with Federal, State and City laws and ordinances. Patrols city streets, parks, commercial and residential areas to preserve the peace and enforce the law. Prevent or detect and investigate misconduct involving misdemeanors, felonies and other law violations and to otherwise serve and protect. Responds to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, etc. Takes appropriate law enforcement action. Interrogates suspects, witnesses and drivers. Preserves evidence, arrests violators, investigates and renders assistance at scenes of vehicular accidents. Summons ambulances and other law enforcement vehicles. Takes measurements and draws diagrams of scene.

PREFERRED MINIMUM QUALIFICATIONS

Education and Experience:

Graduation from an accredited high school or equivalent required. Supplemented by a two-year community college degree or vocational school training in police science, law enforcement, criminal justice administration, public administration, or a related field preferred; or an equivalent combination of education and experience.

Knowledge, Skills, and Abilities:

- (A) General knowledge of modern law enforcement principles, procedures, techniques, and equipment.
- (B) Ability to learn the applicable laws, ordinances, and department rules and regulations.
- (C) Ability to perform work requiring good physical condition and ability to communicate effectively orally and in writing.
- (D) Ability to establish and maintain effective working relationships with subordinates, peers and supervisors; Ability to exercise sound judgment in evaluating situations and in making decisions; Ability to follow verbal and written instructions.
- (E) Ability to meet the special requirements listed below.
- (F) Ability to learn the city's geography.
- (G) Skill in operation of listed tools and equipment.
- (H) Must meet New Mexico Department of Public Safety requirements for the position.

LICENSING AND CERTIFICATIONS

- (A) Valid State issued Driver's License
- (B) CPR/First Aid certification
- (C) Residency requirement: Take home vehicles will be provided for officers who permanently reside within the 5 mile planning radius of the City. Officers living outside the 5 mile planning radius of the City will not be provided a take home vehicle.

**The EEOP Utilization report can be obtained, upon request, at the Human Resources Department.*

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

Utilities

\$14.18 per hour to \$22.82 per hour (DOE)

SHIFT: Rotating

POSTED: February 6, 2017 – Position will remain open until filled and may close any time 5 days after the posting date.

ESSENTIAL DUTIES

Monitors, operates, 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. 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.

PREFERRED MINIMUM QUALIFICATIONS

Education and Experience – Control Operator – \$14.18 – \$16.31 per hour (DOE)

Graduation from high school or GED equivalent required. One year practical experience working in an industrial facility or mechanical setting is preferred. Secondary education or training in an environmental field is preferred.

Education and Experience – Control Operator I – \$14.18 – \$16.31 per hour (DOE)

Graduation from high school or GED equivalent required 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 – \$16.08 - \$18.49 per hour (DOE)

Graduation from high school or GED equivalent required 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 – \$17.95 - \$20.64 per hour (DOE)

Graduation from high school or GED equivalent required 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 – \$19.84 – \$22.82 per hour (DOE)

Graduation from high school or GED equivalent required 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.

Knowledge, Skills, 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 driver's license.
- (B) Ability of obtain required NMED certification levels as per the City of Hobbs certification and training policy.

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Core Superintendent #717

PRCA

\$26.67 per hour to \$30.67 per hour (DOE) (Hiring Range)

\$26.67 per hour to \$42.62 per hour (Full Range)

SHIFT: Varies

POSTED: March 16, 2017– Position will remain open until filled and may close any time 5 days after the posting date.

ESSENTIAL DUTIES

The CORE's Superintendent develops an overall vision, strategic plan and implements a service culture that engages all staff beyond the basic needs of all patrons using The CORE. The areas of responsibility include fiscal management of the operating budget, maximizing facility revenue to meet established cost recovery goals, coordination of guest service operations, development and implementation of policies and procedures in accordance with all applicable laws, and management of facility/equipment maintenance needs. In addition to these duties, The CORE Superintendent will have supervisory responsibilities including managing multiple full-time, part-time and seasonal staff as well as independent contractors in the areas of: fitness curriculum and programming; guest services/front desk operations; athletic operations and programming; child watch; and facility maintenance.

Manages and supervises staff. Oversee hiring, training, and performance evaluations. Conduct regular staff meetings and training sessions. Availability to work evening and weekend hours required. Manage overall operating expenses for The CORE. Ensure that target cost recovery goals are reached. Develop accurate and detailed revenue and expense reporting procedures. Assists Finance Department with development, monitoring, implementation and auditing of cash handling and deposit procedures. Develop and monitor guest services, feedback, and communication to develop needed changes/additions to existing programming, policies, and procedures. Requires the exercise of considerable initiative and independent analytical and evaluative judgment. Assists with implementing a High Performance Organization (HPO) model and culture within the Parks & Recreation Department. Continuously improve policies and procedures for efficiency of staff and to continuously improve patron's experience.

Additional duties as assigned.

PREFERRED MINIMUM QUALIFICATIONS

Education and Experience:

Bachelor's degree in Recreation, Parks & Recreation Administration, Leisure Studies, or related field and a minimum of eight (8) years progressively responsible supervisory and managerial experience in the community recreation or related field. A minimum of five (5) years' experience managing multi-generational recreation centers or similar facilities required and can be included as part of the minimum requirement above. It is very highly desired that the successful candidate will also have management experience in a recreation center or similar facility where positive cash generation was a requirement/mandate. Previous management of aquatic facilities and knowledge of aquatics programming and facility maintenance/operation also highly desired.

Knowledge, Skills, and Abilities:

- (A) Excellent communication, writing, planning and organizational skills.
- (B) Ability to manage multiple tasks simultaneously.
- (C) Ability to deal with others in a tactful, clear and concise manner required.
- (D) Interpersonal interactions requiring the consideration of different points of views to reach agreement as well as elements of persuasion may be necessary to gain cooperation and acceptance of ideas.
- (E) General knowledge of computers and computer skills are desired with intermediate to expert skills in Microsoft Word, Excel, PowerPoint, Publisher.
- (F) Maintain positive public relations with patrons, the community, funding partners and their staff.
- (G) Ability to work cooperatively with City officials, boards and commissions, employees and the general public.
- (H) Ability to perform a broad range of supervisory responsibility over others.
- (I) Ability to effectively communicate orally with individuals and groups in a face-to-face setting or by telephone.
- (J) Ability to establish operational standards for The CORE.

LICENSING AND CERTIFICATIONS

- (A) Must be an Aquatic Facility Operator (AFO) or Certified Pool Operator (CPO) within 12 months of accepting position.
- (B) CPR/First Aid Certification with A.E.D. Component Certification required.
- (C) Water Safety Instructor Certification desired.
- (D) Valid state issued driver's license.

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Detention Officer #199

Police

\$18.36 per hour to \$23.79 per hour (Full Range)

SHIFT: Rotating

POSTED: April 6, 2017 – Position will remain open until filled and may close any time 5 days after the posting date.

ESSENTIAL DUTIES

Regular attendance is required to perform the duties of this position. Books, searches and releases prisoners. Maintains security in all areas of the Detention Facility. Purchases food commodities and prepares meals. Administers and supervises meal preparation and feeding. Supervises visitation, recreation, counseling and work assigned to inmates. Supervises and completes records dealing with facility trustee program. Administers first aid and sees that inmates receive medical attention when needed. Distributes medication as prescribed by physician or non-prescription labels. Answers telephone calls and monitors jail access and egress.

PREFERRED MINIMUM QUALIFICATIONS

Education and Experience:

High school diploma or equivalent. Three years' work experience which include working with the public and strong people skills preferred but not required.

Knowledge, Skills, and Abilities:

- (A) Some skill in operating the tools and equipment listed below;
- (B) Ability to learn the applicable laws, ordinances, and department rules and regulations; ability to perform work requiring good physical condition; ability to handle individuals in stressful situations.
- (C) Ability to communicate effectively orally and in writing; ability to establish and maintain effective working relationships with subordinates, peers and supervisors.
- (D) Ability to exercise sound judgment in evaluation situations and in making decisions in emergency and non-emergency situations; ability to follow verbal and written instructions.

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.*

**See personnel manual for more details*

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Equipment Operator #165

Streets

\$16.08 per hour to \$18.49 per hour (DOE) (Hiring Range)

\$16.08 per hour to \$25.69 per hour (Full Range)

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

POSTED: April 20, 2017 – Will close April 27, 2017 at 11:59 pm.

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.

PREFERRED 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.

Knowledge, Skills, 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 Class "B" CDL Driver's License required.
- (B) Ability to obtain forklift certification.

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Non-Certified Police Officer #2017-4

Police

\$24.78 – \$28.50 hour (DOE) (Hiring Range)

Ten (10) Hour Shifts; Sunday thru Wednesday or Wednesday thru Saturday
on Day, Evening, and Midnight shifts

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

POSTED: March 1, 2017 – Position will remain open until filled and may close any time 5 days after the posting date.

ESSENTIAL DUTIES

Regular attendance is required to perform the duties of this position. Works on rotating shifts performing security patrols, traffic control, investigation and first aid at accidents, detection, investigation and arrest of persons involved in crimes or misconduct. Works on assigned shift using own judgment in deciding course of action, expected to handle difficult and emergency situations without assistance. Works mandatory extra duty assignments as needed.

Maintains normal availability by radio or telephone for consultation on major emergencies or precedent. Carries out duties in conformance with Federal, State and City laws and ordinances. Patrols city streets, parks, commercial and residential areas to preserve the peace and enforce the law. Prevent or detect and investigate misconduct involving misdemeanors, felonies and other law violations and to otherwise serve and protect. Responds to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, etc. Takes appropriate law enforcement action. Interrogates suspects, witnesses and drivers. Preserves evidence, arrests violators, investigates and renders assistance at scenes of vehicular accidents. Summons ambulances and other law enforcement vehicles. Takes measurements and draws diagrams of scene.

PREFERRED MINIMUM QUALIFICATIONS

Education and Experience:

Graduation from an accredited high school or equivalent required. Supplemented by a two-year community college degree or vocational school training in police science, law enforcement, criminal justice administration, public administration, or a related field preferred; or an equivalent combination of education and experience.

Knowledge, Skills, and Abilities:

- (A) General knowledge of modern law enforcement principles, procedures, techniques, and equipment.
- (B) Ability to learn the applicable laws, ordinances, and department rules and regulations.
- (C) Ability to perform work requiring good physical condition and ability to communicate effectively orally and in writing.
- (D) Ability to establish and maintain effective working relationships with subordinates, peers and supervisors;
- (E) Ability to exercise sound judgment in evaluating situations and in making decisions;
- (F) Ability to follow verbal and written instructions.
- (G) Ability to meet the special requirements listed below.
- (H) Ability to learn the city's geography.
- (I) Skill in operation of listed tools and equipment.
- (J) Must meet New Mexico Department of Public Safety requirements for the position.

LICENSING AND CERTIFICATIONS

- (A) Valid State issued Driver's License
- (B) CPR/First Aid certification
- (C) Residency requirement: Take home vehicles will be provided for officers who permanently reside within the 5 mile planning radius of the City. Officers living outside the 5 mile planning radius of the City will not be provided a take home vehicle.

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Golf Course Maintenance Worker #222

Regular Part Time - Golf

\$12.32 per hour to \$14.17 per hour (Hiring Range)(DOE)

\$12.32 per hour to \$19.65 per hour (Full Range)

SHIFT: 6:00 a.m. to 12:00 p.m. – Monday thru Friday; Every other weekend; shifts vary depending on season.

POSTED: April 20, 2017 – Position will remain open until filled and may close any time 5 days after the posting date.

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.

PREFERRED MINIMUM QUALIFICATIONS

Education and Experience:

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

Knowledge, Skills, 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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Player's Service Attendant #475

Regular Part Time - Golf

\$9.30 per hour to \$10.70 per hour (DOE) (Hiring Range)

\$9.30 per hour to \$14.87 (Full Range)

Shift Hours: Wednesday – Saturday: 12:00pm – 7:00pm (Varies)

POSTED: January 20, 2017 – Position will remain open until filled and may close any time 5 days after the posting date.

ESSENTIAL DUTIES

Responsible to continually monitor, implement and adhere to all company goals, procedures and controls. Must be a leader in total customer service and satisfaction. Assist fellow player service staff in maintaining a clean and professional practice facility. Assist fellow player service staff in the daily requirements of maintaining a professional golf car fleet. Shall always represent the player services department in an exemplary manner. Maintain a clean and professional appearance in each other and the workplace. Shall be cooperative in performing any other duties deemed reasonable by the Supervisor and General Manager.

PREFERRED MINIMUM QUALIFICATIONS

Education and Experience:

Some experience in the golf industry or playing golf is required. High school diploma or equivalent preferred.

Knowledge, Skills, and Abilities:

- (A) Self-motivated and ability to multi-task.
- (B) Outgoing personality and excellent customer service skills preferred.

LICENSING AND CERTIFICATIONS

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

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Seasonal Golf Shop Clerk #737

Seasonal – Golf Shop

\$9.30 per hour to \$10.70 per hour (DOE) (Hiring Range)

\$9.30 per hour to \$14.87 (Full Range)

Shift Hours: Wednesday – Sunday: 7:00am – 12:00pm

POSTED: April 27, 2017 – Position will remain open until filled and may close any time 5 days after the posting date.

ESSENTIAL DUTIES

Responsible to continually monitor, implement and adhere to all company goals, policies, procedures and controls. Check in of golfers and maintain a properly functioning tee sheet and pace of play. Assist with receiving merchandise and adhere to purchase order procedures. Assist with the rotation of shop displays. Maintain a functional stock room and assist the buyer and other shop assistants with stock and golf shop cleanliness. Assist with pricing of merchandise. Assist with maintaining proper inventory counts and levels.

PREFERRED MINIMUM QUALIFICATIONS

Education and Experience:

Experience in golf operations and/or with POS systems preferred. High school diploma or equivalent preferred. May be required to obtain an alcohol server's license therefore candidate must be at least 21 years old.

Knowledge, Skills, and Abilities:

- (A) Excellent interpersonal and sales skills.
- (B) Excellent oral and written skills and telephone etiquette skills.
- (C) Ability to handle money transactions accurately.
- (D) Self-motivated, enthusiastic, flexible, patient, and ability to multi-task.

LICENSING AND CERTIFICATIONS

- (A) Valid state issued driver's license.
- (B) May be required to obtain an alcohol servers license.

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Seasonal Player's Service Attendant #466

Seasonal – Golf Shop

\$9.30 per hour to \$10.70 per hour (DOE) (Hiring Range)

\$9.30 per hour to \$14.87 (Full Range)

Shift Hours: Wednesday – Saturday: 12:00pm – 7:00pm

POSTED: April 27, 2017 – Position will remain open until filled and may close any time 5 days after the posting date.

ESSENTIAL DUTIES

Responsible to continually monitor, implement and adhere to all company goals, procedures and controls. Must be a leader in total customer service and satisfaction. Assist fellow player service staff in maintaining a clean and professional practice facility. Assist fellow player service staff in the daily requirements of maintaining a professional golf car fleet. Shall always represent the player services department in an exemplary manner. Maintain a clean and professional appearance in each other and the workplace. Shall be cooperative in performing any other duties deemed reasonable by the Supervisor and General Manager.

PREFERRED MINIMUM QUALIFICATIONS

Education and Experience:

Some experience in the golf industry or playing golf is preferred.

Knowledge, Skills, and Abilities:

- (C) Self-motivated and ability to multi-task.
- (D) Outgoing personality and excellent customer service skills preferred.

LICENSING AND CERTIFICATIONS

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

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Seasonal Trail Maintenance Worker #883

Seasonal - Golf

\$12.32 per hour to \$14.17 per hour (DOE) (Hiring Range)

\$12.32 per hour to \$19.65 per hour (Full Range)

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

POSTED: April 13, 2017– Position will remain open until filled and may close any time 5 days after the posting date.

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.

PREFERRED MINIMUM QUALIFICATIONS

Education and Experience:

Graduation from high school or GED equivalent preferred with experience in grounds maintenance and landscaping work preferred. Experience in turfgrass or maintenance operations can be substituted in lieu of education requirements.

Knowledge, Skills, 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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