



Town of Taos Human Resources Department

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Taos, New Mexico 87571
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Internal & External

PUBLIC WORKS OPERATOR I

The Town of Taos is seeking qualified applicants for the following **four (4) full-time** positions which includes an excellent benefit package; 100% major medical premium paid for employee with a choice of State of New Mexico Blue Cross Blue Shield, HMO & PPO or Presbyterian, State of New Mexico Public Employee Retirement Association (PERA) Retirement, personal leave and holiday pay, employee development and training programs and much more!

VA#23-24-12

Job Title: Public Works Operator I

Public Works Department

FLSA Classification: Non-Exempt

Hourly: \$20.09

Opening Date: August 8, 2023

Closing Date: August 22, 2023 or Open Until Filled

GENERAL PURPOSE

Performs a variety of **full performance, skilled duties** in the operation of heavy and light equipment in construction, repair, maintenance, and replacement of various components of the town public works systems, including streets, water distribution, wastewater collection, landfill, recycling or related public works operations.

SUPERVISION RECEIVED

Works under the general supervision of the Public Works Director & Superintendents.

ESSENTIAL FUNCTIONS

STREETS: Operates specialized heavy equipment such as single & tandem axle dump trucks, road graders, cats/bull dozers, front-end loaders, backhoe, bucket trucks, snow plow and other similar equipment in the construction, maintenance and repair of various street department projects and sites.

Transports and deposits various construction materials such as sand, salt, gravel, dirt, etc.; performs hot mix patching, storm drain cleaning, repair and construction, snow and ice control, gravel street maintenance, street sweeping, cold mix patching, debris collection, etc.

Performs general maintenance functions such as painting crosswalks and curbs, raking asphalt, pouring and finishing cement; shovels materials at excavations and filling pot holes, sweeps gutters and sidewalks, tamps down dirt, etc.

Performs installation and maintenance of town signalization devices and street signs; prepares proper barricading for streets, water and related public works projects; performs traffic control at road construction sites and at road emergencies; picks up trash from along roadways, alley ways and public areas within Town limits; trims trees of limbs and branches obstructing signs and causing hazards; cuts trees with chain saws and feeds into chipper shredder and loads truck.

RECYCLING: Operates the Town of Taos Recycling Facility; accepts various recyclables and segregates into standardized categories for processing; operates various pieces of equipment i.e., skid steer, forklift, baler, glass pulverizer, can crusher, rake, shovels etc. Recycling Plant Operators are responsible for the safe economical and efficient operation of light to heavy recycling equipment and for the safety of co-workers.

Bales recyclables and tracks inventory processed for market, markets product to potential buyers to obtain the best price.

Operates a variety of standard office equipment (i.e., copy machine, facsimile machine, telephone system, etc.). Enters data or information into personal computer (PC) in order to retrieve information related to scheduling, production, electronic mail and customer service. Assists the coordinator with the development and administration of the operating budget.

Provides customer service to the citizens utilizing the Town of Taos Recycling Facility; conducts tours of facility for school classes; provides basic field learning experience related to ecology and natural resource issues.

SOLIDWASTE/LANDFILL: Operates a variety of equipment in the construction, operation, repair, and maintenance of city solid waste landfill; operates grader, scraper, back hoe, dozer, compactor, grinder (mulcher) or related heavy equipment utilized in the moving, covering and compacting of waste deposited into city landfill. Assists the general public and commercial haulers by identifying proper unloading sites; assure orderly entry and exit of vehicles and equipment; monitors customer activities to assure compliance with established rules and regulations; operates radio and two-way communications as needed to alert equipment operators of suspicious activity or waste loads. Observes waste to identify hazardous waste or other materials excluded from deposit in public landfill; directs public to remove prohibited items such as paint, oil, batteries, tires, insecticide, etc.

Special Qualifications:

One (1) year experience may be required in cashiering.

Must be bondable.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from high school or General Education Diploma (GED) And Two (2) years of experience in performance of the essential functions as listed above.

Knowledge, Skills, and Abilities:

Knowledge of drawings and specifications, grades, machinery, materials, and methods of constructing roads, bridges, drainage systems, culverts, etc.; safety standards related to road construction; hazards common to heavy equipment operation; equipment maintenance and repair; legal liabilities associated with street construction, maintenance and public right-of-way; civil engineering standards related to street construction and drainage; right-of-way laws and ordinances; basic computer operations and various software applications;. Knowledge of OSHA safety standards related to Public Works operations.

Skill in the operation of heavy mechanized equipment as required by the position; i.e., two and one-half ton dump truck with snow plow, water truck, chipping machine, dozer, bucket truck, stripping machine, street sweeper, street roller, tamper, backhoe, grader, scraper, compactor (mulcher), forklift, jack hammer, compressor, saws, tamper, plate compactor, saws, pumps, aerosol propane kettle, compressors, sanders, generators, common hand and power tools, shovels, mechanic tools, loader, scraper, semi-tractor truck with trailer, asphalt and sheep foot rollers.

Ability to tolerate outdoor weather extremes in the work place; operate heavy equipment of various kinds under varying conditions; make minor repairs on assigned vehicles, perform heavy physical labor; develop and maintain effective working relationships with co-workers, elected officials, local agencies and the general public; communicate effectively, both verbally and in writing; work from blueprints; Ability to follow verbal and written instructions, maintain safety and risk management standards; maintain effective preventive maintenance programs; keep operating records.

Special Qualifications:

Must be able to lift 50-75 lbs.

Must be available for 24-hour emergency call out and 24-hour standby.

Licenses & Certifications: (Copies must be provided to the HR Department)

- Must possess and maintain appropriate valid New Mexico CDL (Commercial Driver's License) and "B" endorsement, or must obtain such within one year.
- May be required to become HAZMAT certified.
- Must complete within one (1) year and maintain Traffic Control Technician Certification throughout employment.
- Must complete within two (2) years and maintain New Mexico Landfill Operator Certification throughout employment.
- Must complete within two (2) years and maintain New Mexico Recycling Operator certification throughout employment- complete recertification courses before certification expires.

Compliance with FMCSA/DOT Drug and Alcohol safety sensitive duty testing as required.

Work Environment:

Incumbent of the position performs typically outdoor and indoor settings in the construction of various projects. Talking, hearing and seeing is essential to performing required job functions. Tasks require variety of physical activities, generally involving muscular strain, related to walking, standing, stooping, sitting, and reaching. Lifting requirements are frequently in excess of 50 pounds, and occasionally moves up with assistance. Occasionally works near moving mechanical parts. The employee occasionally works in high precarious places. The employee is occasionally exposed to wet and/or humid conditions, fumes, airborne particles, toxic or caustic chemicals. Hand-eye coordination is necessary to operate power tools and equipment. Common eye, hand, finger dexterity exists. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel required in normal course of job performance.

APPLICATION STANDARDS AND REQUIREMENTS- If you feel you meet the minimum qualifications for the position and you have the necessary drive and ambition to be part of the Public Works Department for the Town of Taos, please submit a complete Town of Taos employment application to: Town of Taos Human Resources Department, 400 Camino de la Placita, Taos, NM 87571 or via e-mail: employment@taosnm.gov. Your application must be complete, clear, and include the correct job title and announcement number. Applications and any attachments become the official property of the Town of Taos and cannot be returned or reused after being submitted. Applications will be accepted until 5:00 P.M. on the closing date listed above.

Drug Free Workplace
EEO/ADA Compliance