



TOWN OF RED RIVER JOB DESCRIPTION

POSITION TITLE: PUBLIC WORKS EMPLOYEE
POSITION STATUS: FULL-TIME, NON-EXEMPT
DEPARTMENT: PUBLIC WORKS
REPORTS TO: PUBLIC WORKS DIRECTOR

GENERAL DESCRIPTION

This position within the Public Works Department involves the performance of a variety of work and skills, such as maintenance and repair work involving streets, parks, water distribution and wastewater collections, solid waste, and other public works activities. Work includes responsibility for the efficient operation of the water system, sewer collection system, and may include assisting with the operations of the wastewater treatment plant. Work involves responsibility for the safe and efficient operation of varied equipment and vehicles used in public works.

SUMMARY OF RESPONSIBILITIES

- Operate a variety of equipment engaged in street maintenance, repair, and construction activities.
- Perform a variety of manual and skilled tasks related to street maintenance, including sweeping, grading, shaping, digging, loading, plumbing, snow removal, carpentry, mechanics, groundskeeping, and other manual labor.
- Install and replace water meters and valves, replace water service lines and hydrants, repair water mains, tap water and sewer mains, thaw frozen lines and mains.
- Maintain and repair sewers, read meters, clean and repair catch basins and manholes, perform rodding and flushing duties to maintain and clean wastewater collection lines.
- Perform a variety of parks maintenance duties including mowing grass and repair and painting of equipment.
- May perform minor carpentry and plumbing duties.
- Perform other duties as assigned by Public Works Director.

MINIMUM QUALIFICATIONS

- High School diploma or GED equivalency.
- Experience in the operation and servicing of a variety of construction and service equipment.
- Applicant must be eligible to take the exam for certification as a Water Supply System Operator of the appropriate class as determined by the rules and regulations of the New Mexico Environment Department.

- Applicant must be eligible to take the exam for certification as a Wastewater Operator of the appropriate class as determined by the rules and regulations of the New Mexico Environment Department.
- Applicant must be able to pass certification exams as a Water and Wastewater Operator within a time frame determined by the Public Works Director and Town Administrator.
- Knowledge of the traffic laws, ordinances, codes, and regulations involved in equipment operation and knowledge of the occupational hazards involved and the safety precautions necessary in equipment operation.
- Some knowledge of the methods, materials, practices and equipment used in the construction, maintenance and repair of the water and wastewater systems and services and some knowledge of the location and general characteristics of the water and wastewater system.
- Some knowledge of the principles of plumbing, hydraulics, and water chemistry as related to the work.
- Ability to develop skill in the operation of power-operated and motorized equipment, specialized piping tools, and a variety of maintenance, repair and construction assignments.
- Ability to establish and maintain effective working relationships with the public in making service repairs.
- Applicant must maintain a minimum of 30 training credits in a three-year cycle for Water and Wastewater certifications.
- Applicant must be willing to obtain a Commercial Driver's License (CDL).
- Applicant may be subject to drug/alcohol testing and physical.
- Applicant must be physically fit. Essential and marginal functions require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; heavy, moderate, or light lifting; operating motorized equipment and vehicles.

WORKING CONDITIONS

Work is performed primarily outdoors. Working during inclement weather conditions may be required. "On Call" 24-hour status will be required at various times.

Salary is commensurate with experience. Application may be obtained in the Office of the Municipal Clerk at 100 East Main Street – Red River, NM 87558, online at www.redrivernm.gov or by calling 575-754-2277 during normal business hours. The Town of Red River is an equal opportunity employer.

Georgiana Rael
Town Administrator