



***Pueblo of Tesuque***  
20 TP 828  
SANTA FE, NEW MEXICO 87506

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**REVISED JOB ANNOUNCEMENT # – 09192024**

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<b>POSITION TITLE:</b>	<b>Utility Operator</b>	<b>DATE REPOSTED: 09/19/2024</b>
<b>DEPARTMENT:</b>	<b>Utility Authority</b>	<b>POSITION STATUS: Full-Time</b>
<b>PERIOD TO APPLY:</b>	<b>Open Until Filled</b>	<b>FLSA STATUS: Non-Exempt</b>
<b>SUPERVISOR:</b>	<b>Utility Manager</b>	<b>LOCATION: Tesuque Pueblo</b>
<b>SALARY RANGE:</b>	<b>\$22.00 - \$30.00</b>	<b>Posted Until Filled</b>

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**Position Summary:**

The Pueblo of Tesuque Utility Authority is looking for a certified Utility Operator to assist in operations and maintenance of drinking water and wastewater. The ideal candidate will be a fast learner with a strong work ethic, skilled in trouble shooting problems, and comfortable working with pumps and motors and fixing broken distribution lines. On-the-job training provided. Must possess at least a Level 1 certification in either drinking water or wastewater.

**Essential Duties & Responsibilities:**

**Operations and Maintenance**

- Assists with operating and maintaining the delivery of safe drinking water to customers via pump houses, distribution lines, water tanks, gate valves, fire hydrants, etc.
- Collects and delivers water/wastewater compliant samples to labs.
- Assists with monthly water meter reading.
- Assists with operating and maintaining the wastewater collection system, including a wastewater treatment plant(s), lift stations, sewer lines, manholes, grinder pumps, lagoons, etc.
- Performs and documents preventative maintenance.
- Performs and oversees maintenance and grounds keeping of water and wastewater facilities.
- May operate a variety of conventional and specialized vehicles on-site including loader, backhoe, and other heavy equipment.
- Office work including attending trainings and meetings, and basic use of a computer and printer to update and analyze water and wastewater reports, records, logs and graphs to confirm adequacy of present and projected water and wastewater treatment needs.
- Analyzes conditions of the water and wastewater systems to ensure compliance with established rules and regulations.
- Assists in planning, scheduling, and performing maintenance and repair on a wide variety of specialized mechanical equipment.
- Responds to emergencies when required.

**Customer Service**

- Treats all water users as customers and treats all customers with respect.

- Promptly assists customers when they are experiencing a water issue or have a concern.
- Uses customer interactions as an opportunity to inform the customer about their utilities.
- Deescalates, mediates, and resolves disputes in a professional manner.

**Physical Demands:**

- Work is performed both indoors and out, sometimes in inclement weather or on slippery surfaces.
- May be exposed to dirt, dust, fumes, loud noises, and vibrations. Standing and walking may be on uneven surfaces or unstable ground.
- Working in sensitive and/or hazardous areas is common. Situations where safety-toe shoes, safety goggles, gloves, or protective face shields are needed may occur.
- May be exposed to chemicals (including chlorine).
- Must be able to lift and/or move 50 pounds; physical exertion is required, including extensive walking, standing, bending, stooping, kneeling, twisting, and reaching.
- Employee needs the ability to see and respond to dangerous situations.
- Employee may be required to enter confined spaces

**Schedule:**

- 8-Hour shift. Occasional evening, weekend, and/or holiday work may be required.
- Incumbent is required to be on rotating call to respond to emergencies.

**Minimum Qualifications:**

- High School Diploma or GED is required upon hiring.
- Work experience and certification in water/wastewater maintenance and operation required.
- Documented relevant education in automotive mechanics, electronics, plumbing, welding, or related field preferred.
- Must possess and maintain a valid New Mexico driver's license and have a clean driving record and reliable transportation.

**Benefits:**

- Health, Dental, and Vision Insurance
- 401K (up to 6% Employer Match)
- Paid Federal and Tribal Holidays
- PTO

**For Complete Job Description or Questions:**

- Please call 505-365-3428 or email [bmora@pueblooftesuque.org](mailto:bmora@pueblooftesuque.org).

Native American Preference

Submit Application and Resume To:  
Pueblo of Tesuque Utility Authority  
20 TP 828, SANTA FE, NM 87506