

Water Field Supervisor
Town of Bernalillo
Recruitment Period: Open Until Filled

Location: Bernalillo, New Mexico
Department: Public Works
Job Status: Full time/Permanent

FLSA Status: Non-Exempt
Job Status: Full-Time Permanent
Pay Range: \$17.75 to \$19.65

Purpose of Position: Under direction of the Public Works Director, plan, organize, direct, schedule, supervise, and assist water department staff in the daily management of the installation, maintenance, and repair of water utility systems, and related operations.

Nature of Work (Other duties may be assigned)

- Communicates management decisions, changes in programs, procedures or focus with staff
- Plans and organizes work schedules. Inspects, and participates in the work of subordinates.
- Verifies daily work logs; evaluates operational data and submits reports as required
- Evaluates work performance; determines training needs; and implements necessary training programs.
- Approves leave, appraises performance, corrects deficiencies, sets work standards, assist with interviewing potential employees and disciplines employees.
- Resolves operational or condition problems as they occur.
- Determines methods to complete projects within standards and safety considerations.
- Notifies Public Works Director of difficulties found in performing assignments.
- Provides technical expertise concerning water department and water system as needed.
- Evaluates new equipment, procedures, and policies and how they impact the water department.
- Utilizes technical knowledge to solve maintenance, repair, or construction problems.
- Anticipates maintenance needs, estimates personnel and supplies required to complete tasks.
- Monitors contractors for compliance, determines when work is performed to Town contract standards.
- Analyze and evaluate operational processes and provide recommendations for the optimal performance.
- Analyze and evaluate system components and provide recommendations for repair or replacement.
- Determines equipment and material needs and assures their availability by monthly scheduling and planning.
- Assist with purchasing of all materials, tools, and equipment.
- Coordinates work activities with other town departments and contractors.
- Assures safe working conditions including public safety and proper handling of equipment in work areas and on maintenance projects.
- Through coaching from the Public Works Director, develops an understanding of the daily and monthly expenses for the water department;
- Create and update preventive maintenance schedules for all system components, equipment, vehicles, and tools
- Will enhance and update personal knowledge of Well Operations through one-on-one

- training with the Well Operator, hands on training, research, and coursework
- Assist with review of plans and specifications for system improvements
 - Accompany state or federal inspectors during an inspection
 - Informs citizens of the status of maintenance activities, schedules, and the impact of maintenance projects on neighborhood activities.
 - Responds to citizen inquiries concerning service problems, identifies whether the Town is the source of the problem, advises citizens of recourse to resolve the concerns.
 - Researches maintenance history.
 - Other duties as assigned.

Education and/or Experience

- A minimum of a High School Diploma or GED equivalent
- Five (5) years related experience and/or training in water operations
- Supervisory experience preferred
- Laboratory experience preferred
- Commercial driver's license preferred.

Conditions of Employment:

- Must possess and maintain a minimum of a Water Operator Level 3 certification.
- Must possess and maintain a valid NM Driver License free of serious infractions.
- Must be insurable by Town insurance standards
- Must be able to pass a drug screening test.
- May be required to possess and maintain a Water Operator Level 4 certification, dependent on future regulatory requirements.

Working Conditions:

Work is performed in an office and field setting, some travel may be required.

If interested, please contact:

Troy Martinez

Human Resources Director

505-771-7112 or

tmartinez@townofbernalillo.org