



EMPLOYMENT OPPORTUNITIES

CITY OF ALBUQUERQUE
Employment
400 Marquette N.W.
Albuquerque, NM 87103
505 768-3700
<http://CABQ.GOV>

AN EQUAL OPPORTUNITY / REASONABLE ACCOMMODATION EMPLOYER

Employment Opportunities as of Monday, January 4, 2016

Job #	Job Title	Job Type	Salary	Issue Date	Filing Date
1600430	Civilian Police Oversight Analyst E14	Full Time	\$3,378.27 - \$4,106.27 monthly	12/30/15	01/15/16

Department:

CP-Civilian Police OS Agency

Position Summary:

The Civilian Police Oversight Agency (CPOA) under the direction of the Police Oversight Board (POB) is authorized to investigate, review, study, audit, and make recommendations relating to the operations, policies, programs, and practices, of the Albuquerque Police Department (APD), with the goals of enhancing the effectiveness of the police department, increasing public safety, protecting civil liberties and civil rights, and increasing the public's confidence.

CPOA Analyst provides quantitative analyses relating to selected operations, policies, programs, and practices of the APD. Uses data-driven approaches working with POB and CPOA Investigative units, interpret and analyze quantitative data using sound statistical methodologies in order to support the Board's development of policies and recommendations for reforms related to APD.

Job descriptions are intended to present a general list of tasks/duties performed by employees within this job classification. Job Descriptions are not intended to reflect all duties performed within the job.

Minimum Education, Experience And Additional Requirements:

Related education and experience may be interchangeable on a year for year basis.

Bachelor's degree from an accredited college or university in criminal justice, public administration, mathematics/statistics and/or a related field, plus three (3) years of analysis and research experience.

Preferred Knowledge:

- Operations, services and activities of analysis programs, including Excel and/or Tableau programs
- Operation of data base programs
- Principles and practices of program development and implementation
- Principles of data collection and analysis
- Recent developments, current literature and information related to public safety activity analysis
- Principles, practices, methodologies and techniques of public activity analysis and prevention, law enforcement and police records processing
- Modern office equipment including computers and all Microsoft Office programs
- Pertinent Federal, State and local laws, codes and safety regulations

Preferred Skills & Abilities:

- Coordinate police activity analysis support activities
- Perform statistical research and analysis
- Recommend and implement goals and objectives for police activity analysis and research
- Interpret, explain and suggest changes for policies and procedures of the police department, CPOA and Police Oversight Board
- Operate office equipment including computers and supporting word processing and spreadsheet applications
- Respond to requests and inquiries from CPOA and Police Oversight Board, the City Council, the Mayor's Office and the general public
- Strong communication skills and be adept at conveying complex data and statistical information to POB, CPOA staff, and to lay audiences clearly and concisely. This communication includes periodic reporting to the Citizens of Albuquerque, the Mayor, the City Council, and U.S. Department of Justice
- Perform the essential functions of the job with or without reasonable accommodation
- Establish and maintain effective working relationships with those contacted in the course of work including the general public



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1600402	Commercial Collection Driver B29	Full Time	\$1,960.40 - \$3,128.67 monthly	12/29/15	01/14/16
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Department:

Solid Waste Management

Position Summary:

Perform commercial refuse collection and transport duties and activities utilizing roll-offs, rear loaders or transfer trucks; maintain assigned collection equipment and perform a variety of other assigned duties in support of the Solid Waste Department.

This is a safety sensitive position subject to random drug/alcohol testing.

Job descriptions are intended to present a general list of tasks/duties performed by employees within this job classification. Job Descriptions are not intended to reflect all duties performed within the job.

Minimum Education, Experience And Additional Requirements:

Successfully complete three (3) [WorkKeys® Skills Assessments](#) (listed below), plus three (3) years professional driving experience which requires the possession of a Commercial Driver's License (CDL). Coursework in automotive technology, transportation technology or truck driving preferred.

[WorkKeys® skills assessments](#) must be successfully completed by the prospective candidate in order to apply for this position. [Click here](#) for information on how to schedule a [Workkeys®](#) assessment. [Workkeys®](#) assessment scores needed for this position are as follows:

- Reading for Information with a minimum score of Level 3
- Locating Information with a minimum score of Level 3
- Workplace Observation with a minimum score of Level 2

ADDITIONAL REQUIREMENTS:

Possession of a valid New Mexico Commercial Driver's License (CDL); class A or B.

Possession of a City Operator's Permit (COP) within six (6) months from date of hire.

Trainees must successfully complete both classroom and on the job training (OJT) instruction for refuse collection service.

Some positions may also require the possession of a Passenger (P) endorsement.

Preferred Knowledge:

- Operations, services and activities of a refuse collection and transportation program
- Techniques and methods of equipment maintenance and minor repair
- Operational characteristics of equipment and machinery relative to refuse collection and transport
- City streets and roads
- Principles and procedures of record keeping
- Practices, methods and materials used in grounds maintenance and general maintenance work
- Traffic laws, ordinance and rules involved in transport vehicle operations
- Operational characteristics of a variety of equipment including, tractors, sweepers, loaders, Roll-off vehicles and various transport equipment and vehicles
- Operation and maintenance requirements of power-driven equipment
- Occupational hazards and standard safety practices related to the operation of a wide variety of heavy equipment
- Emergency and accident reporting procedures
- Occupational hazards and standard safety practices related to the operation of a wide variety of heavy equipment

Preferred Skills & Abilities:

- Operate a variety of light to heavy equipment in a safe and effective manner
- Operate two-way radio communications equipment
- Adjust driving method to traffic, road, weather, load and various terrain conditions
- Use mirrors in maneuvering, judging distance and backing vehicles
- Assist in container maintenance and repair
- Understand City and department policies and procedures
- Perform arduous tasks for extended periods of time in all types of weather
- Perform refuse, litter and illegal dumping collection and transportation activities
- Load and Haul debris
- Perform preventative maintenance and minor repair on a wide variety of light to heavy equipment
- Respond to requests and inquiries from the general public
- Work independently in the absence of supervision
- Communicate clearly and concisely
- Establish and maintain effective working relationships with those contacted in the course of work
- Perform the essential functions of the job with or without reasonable accommodation



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1600432	Heavy Equipment Operator B30	Full Time	\$2,021.07 - \$3,224.00 monthly	12/31/15	01/15/16
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Department:

Solid Waste Management

Position Summary:

Operate and maintain very large, very heavy, motorized equipment used in earth moving operations, including, but not limited to, tankers, dozers scraper, loaders, mobile compost mixers, compost window turner, 18 wheel tractor-trailers, crane, excavator, etc. used in earth moving operations; perform excavating, grading, loading, compacting, mixing, scraping and minor mechanical maintenance and repairs.

This is a safety sensitive position subject to random drug/alcohol testing.

Job descriptions are intended to present a general list of tasks/duties performed by employees within this job classification. Job Descriptions are not intended to reflect all duties performed within the job.

Minimum Education, Experience And Additional Requirements:

Related education may be substituted for experience on a year for year basis.

High school diploma or GED plus six (6) years of heavy equipment operation and heavy equipment maintenance experience. One year (1) technical crew lead experience preferred.

ADDITIONAL REQUIREMENTS:

Possession of a valid New Mexico Commercial Driver's License (CDL), Class A or B.
Possession of a valid City Operator's Permit (COP) within six (6) months from date of hire.

Preferred Knowledge:

- Operational characteristics of a variety of heavy, power-driven equipment
- Maintenance requirements of heavy, power-driven equipment
- Methods and materials used in general construction and maintenance work
- Principles and techniques of field maintenance activities
- Traffic laws, ordinances, and rules involved in heavy equipment operations
- Occupational hazards and standard safety practices

Preferred Skills & Abilities:

- Operate the most heavy power-driven equipment
- Perform a variety of skilled construction and maintenance tasks
- Read and interpret maps, sketches, drawings, specifications and technical manuals
- Perform a variety of manual tasks for extended periods in unfavorable ether conditions
- Work independently in the absence of supervision
- Understand and follow oral and written instructions
- Prepare written reports and/or forms
- Effectively communicate with communications tower
- Communicate clearly and concisely
- Perform the essential functions of the job with or without reasonable accommodation
- Establish and maintain effective working relationships with those contacted in the course of work
- Work flexible hours, including evenings and weekends as required



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1600411	Marketing Manager E16	Full Time	\$4,094.13 - \$4,881.07 monthly	12/31/15	01/15/16
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Department:

Solid Waste Management

Position Summary:

Oversee and coordinate marketing activities for an assigned department to include marketing research, promotion and customer service; implement program goals and objectives; initiate, administer and manage contracts related to advertising and/or marketing activities; solicit endorsements in support of assigned department programs; and perform a variety of professional tasks in support of assigned area of responsibility.

Job descriptions are intended to present a general list of tasks/duties performed by employees within this job classification. Job Descriptions are not intended to reflect all duties performed within the job.

Minimum Education, Experience And Additional Requirements:

Related education and experience may be interchangeable on a year for year basis.

Bachelor's degree in marketing, communications, business administration, psychology, sociology or a related field, plus five (5) years of marketing experience to include two (2) years direct supervisory experience in a management and/or administrative capacity.

Preferred Knowledge:

- Basic operations, services and activities of a marketing program
- Marketing theories, principles and practices and their application to assigned department programs
- Basic procedures, methods and techniques of budget preparation and control
- Recent developments, current literature and information related to marketing and advertising
- Office equipment including computers
- Applicable computer software applications
- Principles and procedures of public speaking
- Pertinent Federal, State and local laws, codes and safety regulations

Preferred Skills & Abilities:

- Coordinate and direct marketing programs for assigned department
- Recommend and implement goals and objectives for providing marketing services
- Elicit community and organizational support for assigned department programs
- Plan, develop and administer advertising programs
- Initiate, administer and manage contracts
- Use computer programs as required by assigned area
- Research, analyze and evaluate new and existing marketing methods and techniques
- Establish schedules and methods for providing marketing services
- Prepare and administer assigned program budgets
- Allocate limited resources in a cost effective manner
- Serve as the spokesperson for the assigned department
- Speak in front of large crowds and on camera
- Communicate clearly and concisely
- Perform the essential functions of the job with or without reasonable accommodation
- Establish and maintain effective working relationships with those contacted in the course of work including the general public



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1600425	Plant Operator B28	Full Time	\$2,861.73 - \$3,035.07 monthly	12/29/15	01/13/16
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Department:

Aviation

Position Summary:

Maintain and monitor physical plant and equipment at an assigned City location; perform preventive maintenance on assigned equipment and perform a variety of technical tasks relative to assigned area of responsibility.

Job descriptions are intended to present a general list of tasks/duties performed by employees within this job classification. Job Descriptions are not intended to reflect all duties performed within the job.

Minimum Education, Experience And Additional Requirements:

Related education and experience may be interchangeable on a year for year basis.

High school diploma or GED supplemented by thirty (30) credit hours vocational training in equipment operation and maintenance or a related field, plus three (3) years experience operating and maintaining industrial equipment in a large, modern, complex facility.

ADDITIONAL REQUIREMENTS:

Possession of a New Mexico Driver's License (Class D) or the ability to obtain by date of hire.

Possession of a City Operator's Permit (COP) within six (6) months from date of hire.

Possession of a valid New Mexico Journey level BO1 Boilers License for Low Pressure within six (6) months from date of hire.

Preferred Knowledge:

- Operational characteristics of assigned equipment and facilities
- Principles and practices of equipment operation, maintenance and repair
- Principles and procedures of preventive maintenance
- Occupational hazards and safety procedures
- Operational characteristics of a variety of maintenance and repair tools and equipment
- Principles and procedures of record keeping
- Pertinent Federal, State and local codes, laws and regulations

Preferred Skills & Abilities:

- Maintain and monitor physical plant and equipment at an assigned City location
- Perform preventive maintenance on assigned plant and equipment
- Read and understand meters and gauges
- Report and handle operating plant facility emergencies in accordance with established procedures
- Communicate clearly and concisely
- Establish and maintain effective working relationships with those contacted in the course of work
- Perform the essential functions of the job with or without reasonable accommodation



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1600414	Recreation Services Program Supervisor Full Time M13	\$2,795.87 - \$3,341.87 monthly	12/29/15	01/13/16
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Department:

Parks & Recreation

Position Summary:

Supervise, assign, review and participate in the work of staff responsible for scheduling and coordinating recreational services, activities, programs and special events; participate in the selection training, and supervision of recreation personnel; ensure work quality and adherence to established policies and procedures and to perform the more technical and complex administrative tasks relative to assigned area of responsibility. This position may be required to work at various locations and required to work weekends with odd days off.

This is a safety sensitive position subject to random drug/alcohol testing.

Job descriptions are intended to present a general list of tasks/duties performed by employees within this job classification. Job Descriptions are not intended to reflect all duties performed within the job.

Minimum Education, Experience And Additional Requirements:

Related education and experience may be interchangeable on a year for year basis.

Associate's degree in recreation or related field, plus four (4) years of recreation experience including one (1) year direct supervisory or technical lead experience in an administrative capacity. Certification and/or membership in the New Mexico Recreation and Parks Association preferred.

ADDITIONAL REQUIREMENTS:

Possession of a New Mexico Driver's License (Class D), or the ability to obtain by date of hire.

Possession of a City Operator's Permit (COP) within 6 months from date of hire.

Preferred Knowledge:

- Operations, services and activities of assigned recreation services program
- Proper functions, rules and regulations pertaining to various league sports
- Principles of supervision, training and performance evaluation
- Modern and complex principles and practices of league sports play
- Pertinent Federal, State and local laws, codes and regulations
- Event planning, principles of marketing and program promotion

Preferred Skills & Abilities:

- Supervise, organize, and review the work of lower level staff
- Select, supervise, train and evaluate staff
- Organize and direct activities and services relative to assigned program area including either adult or little league sports activities, tennis programs or extra curricular activities
- Coordinate a variety of sports programs and leagues
- Ensure proper officiating at sport events
- Coordinate tennis league program activities
- Plan for and coordinate soccer, football and cheerleading programs
- Interpret and explain City policies and procedures
- Prepare clear and concise reports
- Communicate clearly and concisely
- Establish and maintain effective working relationships with those contacted in the course of work including City officials and the general public
- Perform the essential functions of the job with or without reasonable accommodation



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1600434	Senior Project Coordinator E16	Full Time	\$4,094.13 - \$4,881.07 monthly	12/30/15	01/15/16
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Department:

Transit

Position Summary:

Perform a wide variety of professional project management duties for renovation and new development projects including professional and technical architectural or landscape architectural services and activities, construction management, capital project fiscal planning, project planning, design, plan check, inspection, project budgets and scheduling; supervise the work of staff and consultants responsible for performing a wide variety of multiple technical and professional projects in support of assigned projects; coordinate assigned activities with other divisions, departments and outside agencies.

Job descriptions are intended to present a general list of tasks/duties performed by employees within this job classification. Job Descriptions are not intended to reflect all duties performed within the job.

Minimum Education, Experience And Additional Requirements:

Related education and experience may be interchangeable on a year for year basis.

Bachelor's degree from an accredited college or university with major course work in Business Administration, Construction Management, Architectural Design, Landscape Architecture or a related field, plus five (5) years of managerial construction experience, professional architectural or landscape architectural experience, and/or capital project management experience to include two (2) years of direct supervisory experience in a management and/or administrative capacity.

ADDITIONAL REQUIREMENTS:

Possession of a New Mexico Driver's License (Class D) or the ability to obtain by date of hire.

Possession of a City Operator's Permit (COP) within 6 months from date of hire.

Preferred Knowledge:

- Principles and practices of landscape architecture
- Principles of supervision, training and performance evaluation
- Computers, electronic spreadsheet, word processing, presentation and other software
- Pertinent Federal, State and local laws, codes and regulations
- Methods and techniques of project planning and the design and construction process
- Methods and techniques to prepare for public meetings and obtaining informed consent
- Operations, services and activities of a capital improvement program
- Principles and practices associated with project bidding including construction document preparation, specifications and process
- Principles and practices of landscape materials
- Plant material, soils, ground covers, grading and drainage, irrigation material and design, construction applications/details and maintenance considerations
- Principles and practices of multiple project funding sources, requirements and reporting
- Principles and practices of project budget, preparation and control
- Principles and practices of multiple project scheduling and construction implementation

Preferred Skills & Abilities:

- Lead, organize, coordinate and review the work of lower level staff and private sector design consultants
- Select, supervise, train and evaluate staff
- Oversee the design, planning, construction and renovation of major capital improvements including facilities, parks, structures, and systems and procedures
- Develop and administer division goals, objectives and procedures
- Prepare and administer large and complex budgets
- Research, analyze and evaluate new service delivery methods and techniques
- Interpret and apply Federal, State and local policies, laws and regulations
- Communicate clearly and concisely
- Communicate and present professional and technical project information to neighborhood associations, boards and the public
- Establish and maintain effective working relationships with those contacted in the course of work



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- Act in the absence of the Division Manager and participate in the management of the Design and Construction Division for the Department of Municipal Development
 - Interpret, explain and enforce department policies, procedures and practices
 - Serve as project manager for a variety of capital projects
 - Review and approve a variety of construction documents, specifications and details associated with any renovation and development project and which require professional architectural or landscape architectural consultants and sub-consultants
 - Inspect and coordinate review of fieldwork
 - Schedule construction for city crews, on-call construction contract(s) and bid situations
 - Develop project budgets and monitor for compliance
 - Document efficiently and effectively to maintain project files
 - Coordinate assigned activities with other divisions, departments, agencies and organizations
 - Analyze problems, identify alternative solutions, evaluate consequences, and implement action recommendations
 - Work independently or with a team, as necessary to solve problems, resolve conflict, meet goals and objectives
 - Work special events, flexible hours, including evenings and weekends as required
 - Perform the essential duties of the job with or without reasonable accommodation
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1600407	Solid Waste Supervisor M14	Full Time	\$3,099.20 - \$3,697.20 monthly	12/29/15	01/13/16
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Department:

Solid Waste Management

Position Summary:

Supervise, assign, train, review and participate in the work of staff responsible for a variety of solid waste activities, services and operations; establish schedules and methods for providing assigned solid waste activities and services; ensure work quality and adherence to established policies and procedures and perform the more technical and complex tasks relative to assigned area of responsibility.

This is a safety sensitive position subject to random drug/alcohol testing.

Job descriptions are intended to present a general list of tasks/duties performed by employees within this job classification. Job Descriptions are not intended to reflect all duties performed within the job.

Minimum Education, Experience And Additional Requirements:

Related education and experience may be interchangeable on a year for year basis.

Associate's degree in environmental science, business administration, vehicle maintenance, accounting or a related field, plus five (5) years of solid waste experience in any of the following areas: vehicle maintenance, collections, disposal, code enforcement, dispatch, administration, customer service or Clean City program experience to include one (1) year of direct supervisory or technical lead experience in an administrative capacity.

ADDITIONAL REQUIREMENTS:

Possession of a valid New Mexico Commercial Driver's License (CDL), Class A or B.
Possession of a valid City Operator's Permit (COP) within six (6) months from date of hire.
Possession of a Transfer Station Operator's Certification within six (6) months from date of hire.

Preferred Knowledge:

- Basic knowledge of property liens and abatements, clean up and billing procedure
- Operations, services and activities of residential and commercial large item and recycling collections
- Operations, services, activities, and state and federal laws regulating interstate highway work zones
- Operations, services and activities of clean city recycling activities
- Operations, services and activities of a graffiti removal program
- Operations, services and activities of herbicide applications and weed litter abatement
- Operations, services and activities of a solid waste support services program that include residential and commercial bin/cart monitoring and distribution
- Modern and complex principles and practices of graffiti and weed and litter removal
- Operations characteristics of painting equipment
- City Streets and building locations
- Operations, services and activities of solid waste programs
- Operations and activities of a landfill
- Operations and activities of material recycling facility
- Operations and activities of convenience center/transfer station
- Principles of supervision, training and performance evaluation
- Operational characteristics and maintenance procedures of a variety of equipment and tools utilized within assigned area
- Principles of recycling including residential and commercial collection
- Principles and procedures of quality control related to assigned area
- Modern and complex principles and practices of solid waste, disposal and clean city systems and procedures
- Pertinent Federal, State, and local laws, codes and regulations
- Comprehensive City solid waste codes and related codes and ordinances



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- Principles and procedures of record keeping, letter writing and basic report preparation
- Computer hardware and advanced software programs, word processing and related technologies

Preferred Skills & Abilities:

- Learn state and federal laws regulating highway work zones
 - Oversee various solid waste activities, services and operations
 - Supervise, organize, and review the work of lower level staff
 - Select, supervise, train and evaluate staff
 - Perform quality control and inspection activities
 - Maintain preventive maintenance schedules on tools and equipment relative to assigned area
 - Interpret and explain City policies and procedures
 - Ensure disposal compliance with appropriate environmental rules and regulations
 - Prepare clear and concise reports
 - Communicate clearly and concisely
 - Interpret and explain housing inspection codes and regulations
 - Investigate complaints, conduct inspections, identify violations and make recommendations
 - Identify basic problems related to City, State and Federal Solid Waste Codes and Ordinances
 - Communicate effectively to the general public, neighborhood and community groups and other public interest groups
 - Perform the essential functions of the job with or without reasonable accommodation
 - Establish and maintain effective working relationships with those contacted in the course of work including City officials and the general public
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1600415	Tennis Assistant Program Coordinator M12	Full Time	\$2,473.47 - \$2,910.27 monthly	12/29/15	01/13/16
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Department:

Parks & Recreation

Position Summary:

To assist in the supervision, administration and coordination of the tennis program activities including the operation and maintenance of various tennis locations and assist in the hiring of tennis personnel; to assist in program goals and objectives; and to perform a variety of administrative tasks in support of assigned area of responsibility. This position may be required to work at various locations and required to work weekends with odd days off.

This is a safety sensitive position subject to random drug/alcohol testing.

Job descriptions are intended to present a general list of tasks/duties performed by employees within this job classification. Job Descriptions are not intended to reflect all duties performed within the job.

Minimum Education, Experience And Additional Requirements:

Related education and experience may be interchangeable on a year for year basis.

Associate's degree business administration, physical education, recreation services or a related field plus three (3) years managing a tennis program to include (1) year direct technical lead or supervisory experience in an administrative capacity.

ADDITIONAL REQUIREMENTS:

Possession of a New Mexico Driver's License (Class D), or the ability to obtain by date of hire

Possession of a City Operator's Permit (COP) within six months of hire date

Possession of, or ability to obtain, a valid Cash Handling Certificate within six (6) months.

Preferred Knowledge:

- Cash handling principles and procedures
- Basic operations, services and activities of a tennis environment or tennis recreation program
- Basic operations of tennis lessons, leagues, drop-ins and tournaments
- Principals of teaching tennis, training and operation assessments
- Principals and procedures of tennis court safety
- Principals and practices of basic program development, implementation and administration
- Pertinent Federal, State and local laws, codes and regulations

Preferred Skills & Abilities:

- Perform cash handling duties
- Conduct and coordinate tennis tournaments
- Make quick decision in understanding tennis rules and regulations
- Ensure tennis match is played and scored correctly and fairly
- Assist in teaching, training and development of instructors
- Respond to requests and inquiries from the general public
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work including City officials and the general public
- Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing and operating assigned equipment



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1600416	Utility Repairer B26	Full Time	\$1,804.40 - \$2,872.13 monthly	12/29/15	01/13/16
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Department:

Parks & Recreation

Position Summary:

Maintain City irrigation systems including the adjustment and control of irrigation schedules, maintenance and repair of irrigation lines, sprinklers and valves and perform a variety of technical tasks relative to assigned areas of responsibility.

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Minimum Education, Experience And Additional Requirements:

Related education and experience may be interchangeable on a year for year basis.

High school diploma or GED supplemented by thirty (30) credit hours vocational training in construction, landscaping, irrigation, facilities maintenance or a related field, plus three (3) years irrigation system maintenance experience.

ADDITIONAL REQUIREMENTS:

Possession of a New Mexico Driver's License (Class D), or the ability to obtain by date of hire.

Possession of a City Operator's Permit (COP) within 6 months from date of hire.

Preferred Knowledge:

- Methods and techniques of irrigation equipment failure troubleshooting
- Complex irrigation systems including electric valves and electromechanical and digital controllers
- Soil moisture sensor installation and placement
- Principles and practices of inventory control
- Operational characteristics of specialized irrigation equipment and tools
- Occupational hazards and standard safety practices

Preferred Skills & Abilities:

- Operate and program irrigation system electromechanical and digital controllers
- Perform line pressure checks
- Read and interpret blueprints
- Work independently in the absence of supervision
- Understand and follow oral and written instructions
- Communicate clearly and concisely
- Perform the essential functions of the job with or without reasonable accommodation
- Establish and maintain effective working relationships with those contacted in the course of work
- Work flexible hours including evenings and weekends