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, August 24, 2015

Job #	Job Title	Job Type	Salary	Issue Date	Filing Date
1600105	AWD Program Manager UNCL	Full Time	Depends on Qualifications	08/19/15	09/02/15

Department:
Animal Welfare

Position Summary:
Supervise, plan and coordinate staff and operations of critical programs at the Animal Welfare Department; coordinate assigned activities with other divisions, outside agencies and the general public and provide highly responsible and complex staff assistance to the Director of the Animal Welfare Department.
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 five (5) years of managerial program implementation and coordination experience to include two (2) years of direct supervisory experience in a management and/or administrative capacity. Bachelor's degree from an accredited college or university preferred. Animal Shelter experience 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:
- Animal behavior, training and adoptions
- Principles and practices of program development and implementation within assigned area
- Modern and complex principles and practices of basic research and program evaluation
- Principles and practices of public relations
- Basic computer programs and statistical reporting
- Principles and practices of budget preparation and administration
- Marketing theories, principles and practices and their application to assigned programs
- Principles of supervision, training and performance evaluation
- Modern office procedures, methods and equipment including computers
- Pertinent Federal, State, and local laws, codes and regulations

Preferred Skills & Abilities:
- Coordinate and direct assigned programs within assigned area
- Recommend and implement goals and objectives for providing assigned programs
- Supervise, direct and coordinate the work of lower level staff
- Elicit community and organizational support for various community services programs
- Create reports and utilize computer programs as needed by assigned area
- Analyze and assess programs, policies and operational needs and make appropriate adjustments
- Respond to requests and inquiries from the general public
- Interpret and explain City policies and procedures
- Identify and respond to sensitive community and organizational issues, concerns and needs.
- Research, analyze and evaluate new service delivery method and techniques
- Operate office equipment including computers and supporting word processing data base systems and spreadsheet applications
- Prepare clear and concise reports
- 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 a variety of City and other governmental officials, community groups, and the general public

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Employment Opportunities as of Monday, August 24, 2015

Job #	Job Title	Job Type	Salary	Issue Date	Filing Date
1600096	Accounting Assistant C28	Full Time	$2,201.33 - $2,532.40 monthly	08/21/15	09/04/15

Department:
Planning

Position Summary:
Perform a variety of routine basic bookkeeping and accounting duties including reconciling of various data, accepting payments over the counter and through the mail, financial record keeping, performing cashiering services, processing payments and preparing bank deposits; perform various payroll processing duties and respond to customer complaints and inquiries.

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 fifteen (15) credit hours of college-level course work in business, general studies or related field, plus two (2) years basic bookkeeping or accounting 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 six months of hire date

Preferred Knowledge:
- Basic mathematical principles
- Customer relations techniques
- Operations, services and activities of a customer service program
- Principles and procedures of financial record keeping and posting
- Office practices, procedures and equipment including a computer
- Alphabetical and numerical filing systems
- Bookkeeping and accounting principles and techniques
- General procedures related to accounts payable and receivable

Preferred Skills & Abilities:
- Deal tactfully and courteously with the public in handling complaints
- Operate a variety of office equipment including a typewriter, calculator and a computer
- Perform varied clerical work
- Learn to post amounts to various ledgers and prepare journal entries
- Accurately tabulate, record, and balance assigned transactions
- 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

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Employment Opportunities as of Monday, August 24, 2015

Job #	Job Title	Job Type	Salary	Issue Date	Filing Date
1500299	Animal Services Officer J12	Full Time	$2,041.87 - $2,639.87 monthly	08/18/15	09/01/15

Department:
Animal Welfare

Position Summary:
Enforce City ordinances pertaining to the care, treatment, impound, handling and quarantine of wild and domestic animals; investigate reports of animal cruelty, abandonment and nuisances and perform a variety of 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 may be substituted for experience on a year for year basis.

High school diploma or GED, plus two (2) years of animal handling and/or security and/or law enforcement 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 six (6) months from date of hire.

Preferred Knowledge:
- A variety of animal species, breeds and related behavioral and health characteristics
- Basic principles and practices of animal control and abatement
- Basic principles, practices and techniques of animal first aid
- Pertinent Federal, State and local codes, laws and regulations
- Communications equipment, radios, computers and procedures
- Principles and procedures of record keeping

Preferred Skills & Abilities:
- Perform a variety of animal handling duties and functions
- Interpret and enforce pertinent city ordinances
- Learn pertinent Federal, State laws, codes, ordinances and regulations pertaining to animal control
- Learn to utilize a variety of animal control capture equipment in a safe and humane manner
- Learn to conduct inspections of private agencies and establishments for compliance
- Understand and follow oral and written instructions
- Communicate clearly and concisely
- Work independently in the absence of supervision
- Perform the essential functions of the position with or without reasonable accommodation

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Job #	Job Title	Job Type	Salary	Issue Date	Filing Date
1600123	Building Maintenance Worker B22	Full Time	$1,631.07 - $2,601.73 monthly	08/21/15	09/03/15

Department:
Transit

Position Summary:
Clean and perform routine maintenance and repair of physical structures, mechanical systems and facilities; perform basic electrical, carpentry, plumbing, welding, roofing, and masonry tasks and run errands and procure materials as necessary.

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 two (2) years semi-skilled building maintenance and repair experience.

ADDITIONAL REQUIREMENTS:
Possession of a valid NM Driver's License (Class D), or 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 the building trades including plumbing, welding, carpentry, roofing and masonry skills
- Basic heating, ventilation and air conditioning unit maintenance procedures
- Methods and techniques of high and low pressure boilers maintenance and repair
- Heating, ventilation and air conditioning control and controller calibration methods and techniques
- Local and state codes related to boilers, air conditioning and electrical systems
- Operational characteristics of a wide variety of building maintenance equipment and tools
- Basic welding methods and techniques
- Occupational hazards and standard safety practices

Preferred Skills & Abilities:
- Read and interpret blueprints, basic electrical and mechanical drawings, sketches, and technical manuals
- Operate a City vehicle in a safe and effective manner
- Perform rough and finished carpentry, welding, plumbing, painting, roofing and masonry tasks
- Identify unsafe building conditions
- Prioritize repairs to ensure safety and cost effectiveness of efforts
- Work independently in the absence of supervision
- 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

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AN EQUAL OPPORTUNITY / REASONABLE ACCOMMODATION EMPLOYER

Employment Opportunities as of Monday, August 24, 2015

Job #	Job Title	Job Type	Salary	Issue Date	Filing Date
1500999	Code Enforcement Specialist M14	Full Time	$3,099.20 - $3,697.20 monthly	08/21/15	09/04/15

Department:
Planning

Position Summary:
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.

Enforce city land-use requirements, housing codes and related ordinances through the review of construction plans, field investigations and property inspections; identify repairs needed and/or actions necessary to achieve compliance; issue appropriate notification regarding code violations and seek to resolve matters related to applicable code standards, including court action; work with developers, contractors, property managers and maintenance staff to uphold code requirements and resolve problems related to code compliance; perform a variety of technical tasks relative to the assigned area of responsibility; provide administrative support to upper level management.

Minimum Education, Experience And Additional Requirements:
Related education and experience may be interchangeable on a year for year basis.

Associate's degree from an accredited college or university, plus five (5) years of property or code enforcement, building construction, construction management, zoning enforcement, housing inspection or related experience. WorkKeys assessment preferred: Applied Mathematics, Reading for Information, Locating Information, Workplace Observation, Writing.
To learn more about WorkKeys Assessments and to schedule an appointment to take the required WorkKeys assessments, please visit http://www.cabq.gov/humanresources/workforce-development/workkeys-skills-assessments/skills-assessments/.

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.
Possess and maintain an appropriate valid housing code certificate issued by the International Code Council (ICC), or possess and maintain certification issued by the State of New Mexico as a Building Inspector within six (6) months from date of hire.

Preferred Knowledge:
- Operations, services and activities of a zoning and housing enforcement program
- Principles and practices of planning
- Comprehensive City Zoning Code, Housing Code and related codes and ordinances
- Applicable building and housing regulations, including mechanical, electrical or sanitary codes
- Uniform Owner-Residential Relations Act, NMSA 47-8
- General methods and techniques of field inspection and investigative work, report writing and documentation of code violations
- Advanced mathematical principles and practices used to calculate distance, geometric areas and height
- Principles and procedures of record keeping, report preparation, and business letter writing
- Modern office procedures, methods and equipment, including computers (desktop, laptop, tablet, etc.), smartphones and similar communication devices
- Use and application of basic engineering and architectural scales and related measuring and drafting tools

Preferred Skills & Abilities:
- Conduct field inspections and investigations, and enforce zoning, housing and other related codes and ordinances; recommend corrective action necessary to resolve noted violations
- Accurately read and interpret blueprints; examine residential and commercial plans to determine applicable compliance with zoning standards
- Recommend that substandard dwellings be condemned because the structure cannot be repaired
- Work independently in the absence of supervision
- Work flexible hours including evenings and weekends to attend meetings and conduct inspections
- Maintain accurate logs and records regarding inspections, enforcement actions and compliance efforts
- Respond to requests and inquiries from the general public
- Communicate clearly and concisely
- Perform the essential functions of the job with or without reasonable accommodation
- Establish and maintain cooperative working relationships with those contacted in the course of work

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Job #	Job Title	Job Type	Salary	Issue Date	Filing Date
1600106	Office Assistant C22	Full Time	$2,008.93 - $2,322.67 monthly	08/20/15	09/03/15

Department:
Family & Community Services

Position Summary:
Perform a wide variety of clerical duties in support of an assigned function; develop and input correspondence and data into a computer terminal; assist and inform the public on departmental policies and procedures and assist with basic sorting, filing, copying and/or clerical accounting activities.

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 two (2) years of clerical experience.

ADDITIONAL REQUIREMENTS:
Possession of a valid NM Driver's License (Class D), or ability to obtain by date of hire.
Possession of a City Operator's Permit (COP) within 6 months from date of hire.
Must possess a New Mexico Department of Workforce Connection typing test with a minimum score of forty (40) net WPM. To schedule a typing test please call the New Mexico Department of Workforce Connection Typing Test Unit at (505) 841-9320.

Preferred Knowledge:
- Basic office procedures, methods and computer equipment
- English usage, spelling, grammar and punctuation
- Practices used in minute taking and preparation
- Basic mathematical principles
- Principles and procedures of record keeping
- Principles of cash handling
- Principles and procedures of filing systems
- Principles of basic clerical accounting

Preferred Skills & Abilities:
- Learn to interpret and apply City policies and procedures
- Perform general clerical work including answering the phone and assisting the general public
- Assist in preparing a variety of reports and correspondence
- Maintain accurate and complete records
- 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

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Employment Opportunities as of Monday, August 24, 2015

Job #	Job Title	Job Type	Salary	Issue Date	Filing Date
1600103	Police Officer/Lateral PD0	Full Time	$23.95/Hour	08/17/15	Continuous

Department:
Police

Position Summary:
Provide basic law enforcement services to an assigned area under the direction of a Field Services Sergeant.
This is a safety sensitive position subject to random drug/alcohol testing.
$5,000 HIRING BONUS
UP TO $2,200 TRAVEL REIMBURSEMENT FOR OUT OF STATE APPLICANTS
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:

- Must be 21 years of age.
- Must be a United States citizen.
- Must have a high school diploma or GED.
- No felony convictions. Criminal activity in which applicant has been convicted of, pled guilty to, or entered a plea of nolo contendere to any felony charge, been involved in any prosecution diversion program (PPP) as adjudicated for a felony crime committed will be permanently disqualified. Felony arrests will be evaluated on a case by case basis.
- No misdemeanor convictions within the last three (3) years from the date of initial testing. Candidates who within 3 years preceding their written test date, have been convicted of, pled guilty to, or entered a plea of nolo contendre to any violation of federal law, state law, or local ordinance that would be classified as a misdemeanor crime, will be reviewed on an individual basis (does not include minor traffic violations). Misdemeanor arrests will be evaluated on a case by case basis.
- No DWI convictions within the last five (5) years from the date of initial testing, whether from an administrative sanction by a Motor Vehicle Department, criminal conviction, or military disciplinary action. Multiple DWIs in the most recent ten (10) year period disqualifies an individual as an applicant. (Multiple is defined as two (2) or more DWIs). DWI arrests will be evaluated on a case by case basis.
- An applicant cannot have been convicted of a Domestic Violence Act. Domestic related arrests will be reviewed on a case by case basis.
- No use in the last three (3) years of any illegal drug that would amount to a misdemeanor crime if found in possession (includes marijuana).
- No use in the last five (5) years of any illegal drug that would amount to a felony crime if found in possession (includes felony prescription drug use).
- Any financial accounts referred to collections, written or charged off will be reviewed on a case by case basis and may result in disqualification.
- Must be currently employed by a law enforcement agency.
- Must have at minimum four (4) years full time law enforcement experience investigating or responding to calls for service from the date of your certification.
- Any pending administrative actions with any board or commissions will be reviewed and may be cause for disqualification. This shall include reviewing a lateral hire's history of using lethal and less lethal force, determining whether the lateral hire has been named in a civil or criminal action; assessing the lateral hire's use of force training records and complaint history.

ADDITIONAL REQUIREMENTS:
Possession of a New Mexico Law Enforcement Certificate or successfully meet the New Mexico Department of Public Safety Certification by Waiver training requirements and eligibility standards.
Must have a valid driver's license and obtain a New Mexico driver's (Class D) license within 30 days of your date of hire.
Possession of a City Operator's Permit (COP) within six (6) months from date of hire.
Click here for more information before applying.

Preferred Knowledge:

- Methods, techniques and procedures of law enforcement including patrol, crime prevention, investigation and identification
- Principles of report preparation
- Pertinent Federal, State and local laws, codes, state statutes, city ordinances, state vehicle codes and safety regulations
- Firearms and defensive tactics skills and survival techniques
- Routine Street Patrol
- Principles and practices of firearm use
- Occupational hazards and standard safety practices
- Pertinent Federal, State and local laws, codes and regulations

Preferred Skills & Abilities:

- Use and properly care for firearms
- Understand, interpret and apply laws, regulations, policies and procedures
- Prepare clear and concise reports
- Analyze situations quickly and objectively to determine and take appropriate action

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Job #	Job Title	Job Type	Salary	Issue Date	Filing Date

- Identify potential crime situations or traffic hazards and take preventive action
- Perform defensive tactics and survival techniques
- Respond to requests and inquiries from the general public
- 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

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Job #	Job Title	Job Type	Salary	Issue Date	Filing Date
1600110	Senior Forensic Scientist E17	Full Time	Depends on Qualifications	08/20/15	Continuous

Department:
Police

Position Summary:
Lead, oversee and assign forensic caseloads and other related work to assigned staff responsible for examining, identifying, analyzing, evaluating and preserving evidence in the investigations of crimes and in the performance of a variety of other technical tasks, relative to assigned areas of responsibility; and participate in the more complex and difficult work required within the assigned areas of responsibility. Refer to the Crime Laboratory Director's chart of standards for specific criteria for Senior Forensic Scientist.
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:
*Master's degree from an accredited college or university in forensic science, chemistry, biology, a physical science or related field, plus three (3) years of discipline specific forensic experience, and three (3) years direct supervisory experience in management and/or administrative capacity; **or**
*Bachelor's degree from an accredited college or university in forensic science, chemistry, biology, a physical science or related field, plus four (4) years of discipline specific forensic experience and applicable forensic certification, and (3) years direct supervisory experience in a management and/or administrative capacity; **or**
*Bachelor's degree from an accredited college or university in forensic science, chemistry, biology, a physical science or related field, plus five (5) years of discipline specific forensic experience, and (3) years direct supervisory experience in a management and/or administrative capacity.
*Refer to the Crime Laboratory Director's chart of standards for specific criteria for Senior Forensic Scientist.

ADDITIONAL REQUIREMENTS:
Possession of a New Mexico Driver's License (Class D) or the ability to obtain by date of hire.
Dependent on position may require a New Mexico Driver's license and a City Operator's Permit (COP).

Preferred Knowledge:
- Operations, services, procedures and activities of a forensic laboratory
- Training in the principles of laboratory management and supervision
- Principles of business letter writing and basic report preparation
- Advanced laboratory techniques, procedures and principles
- Crime scene investigations
- Methods and techniques of forensic evidence collection and evaluation
- Operation of forensic instruments, equipment and tools
- Operation of basic power and hand tools
- Occupational hazards and standard safety practices
- Pertinent Federal, State and local codes, laws and regulations
- Computers and various programs and data bases
- A variety of discipline specific forensic professional organizations
- American Academy of Forensic Sciences (AAFS)
- American Society of Crime Laboratory Directors - Laboratory Accreditation Board, and other applicable quality assurance standards

Preferred Skills & Abilities:
- Plan, organize and coordinate work assignments
- Organize and review the work of staff in the area of work assigned
- Independently perform the most difficult forensic evidence collection, identification and analysis
- Interpret, explain and enforce department policies and procedures
- Maintain appropriate visual discrimination and perception needed for making observations
- Define problems, collect data, establish facts and draw valid conclusions
- Recognize anomalies, formulate hypotheses and take appropriate action
- Perform forensic evidence collection, identification and analysis
- Operate a variety of forensic laboratory equipment and instruments in a safe and effective manner
- Work independently in the absence of supervision
- Prepare complex technical written and verbal reports
- Understand and follow verbal and written instructions
- Establish and maintain effective professional working relationships
- Identify similarities and differences between shades, colors, shapes, sounds, forms, textures or physical appearance associated with job related objects, materials, tasks
- Interpret a variety of technical instructions
- Communicate clearly and concisely
- Perform the essential functions of the job with or without reasonable accommodation

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Job #	Job Title	Job Type	Salary	Issue Date	Filing Date
1600117	Senior Office Assistant C26	Full Time	$2,132.00 - $2,456.13 monthly	08/21/15	09/04/15

Department:
Parks & Recreation

Position Summary:
Participate in processing, monitoring and maintaining a variety of City programs in an assigned department or division; assist all professional staff with routine and/or clerical duties and perform a variety of duties relative to the 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 may be substituted for experience on a year for year basis.

High school diploma or GED, plus three (3) years of clerical or office assistant 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 six months of hire date
Must possess a New Mexico Department of Workforce Connection typing test with a minimum score of forty (40) net WPM. To schedule a typing test please call the New Mexico Department of Workforce Connection Typing Test Unit at (505) 841-9320.

Preferred Knowledge:
- Procedures of program administration for the assigned department
- Business letter writing and basic report preparation techniques
- Office procedures, methods and computer equipment
- Principles and procedures of record keeping
- Basic cash-handling techniques
- Basic principles of accounting
- English usage, spelling, grammar and punctuation
- Pertinent Federal, State and local laws, codes and regulations

Preferred Skills & Abilities:
- Administer and monitor assigned programs and activities
- Interpret and explain assigned department policies and procedures
- Assist professional staff with routine and/or clerical duties
- Perform clerical work involving the use of independent judgment and personal initiative
- Work independently in the absence of supervision
- Maintain confidential records and reports
- Respond to requests and inquiries from the general public
- Communicate clearly and concisely
- Establish and maintain effective working relationships with those contacted in the course of work
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Job #	Job Title	Job Type	Salary	Issue Date	Filing Date
1600090	Solid Waste Supervisor M14	Full Time	$3,099.20 - $3,697.20 monthly	08/20/15	09/03/15

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; ensure work quality and adherence to established policies and procedures and perform the more technical and complex 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.
Associate's degree or a two (2) year technical certificate 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 New Mexico Driver's License (Class D) or the ability to obtain by date of hire.
Possession of a City Operators Permit (COP) 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
- 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
- Perform the essential functions of the job with or without reasonable accommodation

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Employment Opportunities as of Monday, August 24, 2015

Job #	Job Title	Job Type	Salary	Issue Date	Filing Date

- Establish and maintain effective working relationships with those contacted in the course of work including City officials and the general public
- 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