



PUEBLO OF JEMEZ  
JOB ANNOUNCEMENT  
2025-057  
PUBLIC WORKS  
UTILITIES SUPERVISOR

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<b>Position Title:</b>	Utilities Supervisor	<b>Pay Level:</b>	\$26.32-\$39.47
<b>Position Open Date:</b>	7/8/2025- Until Filled	<b>Classification:</b>	Exempt
<b>Position Status:</b>	Full-Time	<b>Location:</b>	Public Works
<b>Supervisor:</b>	Public Works Director		

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**POSITION SUMMARY:**

Responsible for supervising and coordinating the work of utilities workers; trains staff in work procedures; performs professional and technical duties related to the operation and maintenance of the Pueblo's utilities; interacts with and resolves problems with the public or Pueblo staff regarding services.

This job description indicates, in general, the nature and levels of work, knowledge, skills, and other essential functions expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties required.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION & EXPERIENCE:**

High School diploma or General Equivalency Diploma (GED); AND formal technical/specialized coursework; AND four (4) years applicable experience in various areas of maintenance operations of water, waste water and construction.

**REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:**

New Mexico Driver's License  
Background Investigation  
NM Water Systems Level II certification  
NM Wastewater Systems Level I certification  
CPR & First Aid certification within (90) days of date of employment

### **PHYSICAL DEMANDS & WORKING ENVIRONMENT:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical maintenance setting and use standard cleaning equipment; stamina to sit for extended periods of time; strength and agility to lift and carry up to 50 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone and in person.

Work is subject to performance under exposure to adverse environmental conditions, solvents and chemicals, biohazards, fumes/dust and confines spaces.

### **ESSENTIAL FUNCTIONS:**

- Plans, organizes, assigns, supervises, reviews and evaluates the work of assigned staff, recommends selection of staff; trains staff and provides for their professional development; administers discipline as required.
- Develops and implements goals, objectives, policies, procedures and work standards for assigned function; assists in planning goals, objectives, procedures and work standards for the department; prepares and manages the unit's budget; acts as a good steward of the Pueblo's fiscal and utilities resources.
- Ensures proper scheduling of services and allocation of resources; evaluates program effectiveness and efficiency, ensures that such programs meet standards and regulatory requirements and professional standards; performs quality control of functions and staff.
- Collaborates with the Director and other departments on strategic plans to identify, assess and prioritize capital improvement infrastructure.
- Partners with the Director and the Finance department on billing and collections of past due utility accounts.
- Ensures the water and wastewater systems are safe, operating in accordance to program goals and objectives and in compliance with federal and state laws and regulations.
- Monitors the treatment plant system, water storage tank, and wells; collects water samples from the utility system.
- Inspects equipment and ensures that it is properly maintained; reports the need for replacement or repair; repairs broken water and sewer lines.
- Provides new service hook up of water and sewer, locating and marking by request.
- Coordinates utilities system construction and manages the project from planning through completion.
- Ensures submission of records of activities and operations.

- Contributes to the overall quality of the unit's service provision by developing and coordinating work teams and by reviewing, recommending and implementing improved policies and procedures.
- Represents the Pueblo with dignity, integrity, and spirit of cooperation in all relationships with staff and the public.

**REQUIRED KNOWLEDGE AND SKILLS:**

**Knowledge of:**

- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline, administrative principles and practices, including goal setting and program development, implementation and evaluation.
- Principles and practices of developing teams, motivating employees and managing in a team environment.
- Knowledge and ability in water system chlorination residual testing, knowledge of pressure filtration treatment systems.
- Job estimation practices.
- Safety practices and equipment related to the work.
- Computer applications related to the work.
- Records management principles and practices.
- Techniques for dealing with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, in person and over the telephone.

**Skill in:**

- Developing, implementing and administering goals, objectives, and procedures for providing effective and efficient communicable and chronic disease prevention programs.
- Planning, organizing, supervising, reviewing and evaluating the work of others.
- Training others in policies and procedures related to the work.
- Developing and implementing goals, objectives, policies, procedures and work standards.
- Developing effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner.
- Working with GIS mapping or related software.
- Interpreting routine instructions furnished in written, oral, diagram, or schedule form.
- Researching and analyzing various types of data and information.
- Performing and managing preventive maintenance plans for water systems components; groundwater wells, water storage tanks, control valves, etc.
- Using initiative and independent judgment within established policy guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

**To apply for the position posted, please apply as follows**

**Send;**

**Pueblo of Jemez Job Application**

**To;**

**[humanresources@jemezpueblo.org](mailto:humanresources@jemezpueblo.org)**

**Or;**

**Pueblo of Jemez-Attention Human Resources Department  
PO Box 100  
Jemez Pueblo, NM 87024**