



PUEBLO OF JEMEZ  
JOB ANNOUNCEMENT  
2026-027  
PUBLIC WORKS  
UTILITIES OPERATOR I

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<b>Position Title:</b>	Utilities Operator I	<b>Pay Level:</b>	\$21.95-\$32.93
<b>Position Open Date:</b>	4/30/2026-Until Filled	<b>Classification:</b>	Non-Exempt
<b>Position Status:</b>	Full-Time	<b>Location:</b>	Public Works
<b>Supervisor:</b>	General Supervisor		

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**POSITION SUMMARY:**

Responsible for performing skilled and work in the operation and maintenance of the Pueblo's utility systems, water and wastewater systems; mapping utility locations; collect water samples; and the production of supporting documentation for all monitoring. Operator 1 shall execute duties and follow directive from supervision in water and wastewater operations.

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 of General Equivalency Diploma (GED); AND formal technical/specialized coursework; AND one (1) year of applicable experience in an area of maintenance operations of water, waste water and or construction.

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

New Mexico Driver's License  
Background Investigation  
Water Systems Level I certification  
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.

Strength and mobility to work in a typical maintenance setting, including operating hand and power tools; stamina to perform sustained physical labor, including standing, walking, climbing and working in rough terrain and heights; strength to lift and maneuver materials and equipment weighing up to 50 pounds with proper equipment; vision to read printed materials; and hearing and speech to communicate in person or over a radio or telephone.

Work is subject to performance under exposure to aversive environmental conditions, intense noise, hazardous chemicals, biohazards, electrical current and fumes/dust/noxious odors.

**ESSENTIAL FUNCTIONS:**

- Assist in daily operations of utility system and maintaining inventory for the utility unit.
- Performs skilled and technical work in the operation and maintenance of the Pueblo's water and wastewater systems.
- Repairs broken water and sewer lines and ensures the water and wastewater systems are safe, operating in accordance in compliance with federal and state laws and regulations.
- Contribute with monitoring the arsenic treatment plant system, water storage tank, and wells and keeps a daily maintenance record.
- Investigates, responds to and completes various emergency service calls 24/7; provides quality and on time delivery of services and products.
- Provides new service hook up of water and lateral sewer service, locating and marking by request.
- Performs flushing duties on the water distribution systems to clear debris and maintain water quality.
- Clean sewer lines to prevent and/or removes stoppages in sewer lines.
- Collects water samples from the utility system; delivers samples to NM state lab in compliance with EPA.
- Assist with written reports on the work activities, problem solving, and contribute to resolutions.
- Maintains and services a variety of equipment and hand and power tools; keeps small inventory of frequently used supplies and hardware.
- Assist in operation and maintenance of heavy equipment, trailer mounted sewer jetter or other specialized tools or equipment.
- Follow proper safety precautions are followed.
- Maintains and enhances professional growth and development through active participation in educational programs, meetings and workshops.

- 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 a spirit of cooperation in all relationships with staff and the public.
- Performs other duties as assigned.

**REQUIRED KNOWLEDGE AND SKILLS:**

Knowledge of:

- Principles, methods and materials used in water treatment operations, maintenance practices, machinery, related equipment and repair work.
- Operation and maintenance of a variety of hand, power and shop tools used in a variety of trade areas.
- Shop mathematics.
- Basic practices and equipment of the construction and maintenance trade.
- Basic equipment and practices of the welding trade.
- Basic practices and equipment of the carpentry trade.
- Computer applications related to the work.
- Basic record keeping practices.
- Job estimation practices.
- Safe work methods and safety regulations pertaining to the work.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

Skill in:

- Performing skilled and semi-skilled maintenance and repair of a variety of water treatment operations, machinery, related equipment and repair work.
- The use of hand and power tools.
- Operating and maintaining specialized tools and equipment of a variety of trades.
- Measuring and calculating angles, lengths and volumes.
- Estimating necessary materials and equipment to complete assignments.
- Safely using and maintaining hand and power tools related to the work.
- Maintaining accurate records of work performed.
- Reading and interpreting manuals, specifications, drawings, blueprints and maps.
- Interpreting routine instructions furnished in written, oral, diagram, or schedule form. Using initiative and independent judgment within established procedural guidelines.

**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**

