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Coppler Law Firm, PC
ATTORNEY

Immediate Opening - Wastewater/Collections Superintendent, Village of Chama, NM

- Plans, manages, reviews, and evaluates Wastewater Treatment Plant (WWTP) including operations, maintenance, and repair programs and projects; assures that quality standards are met, appropriate services are provided, and programs are in compliance with state and federal regulations.
- Manages regulatory agency reporting; reviews status reports, and initiates actions required to correct environmental and safety violations, and potential problems; monitors water utilities trends, anticipates the potential impact, and recommends appropriate actions.
- Reviews and analyzes operational data and activity reports; identifies infrastructure needs, service demands, and resource availability; develops recommendations and plans to improve operational effectiveness, including use of new equipment and technological advancements.
- Manages staff through appropriate delegation, mentoring, and work supervision; assigns duties, responsibilities, resources, and scope of authority; meets regularly with staff to discuss and resolve workload, technical, and safety issues.
- Reviews operations and workload in order to anticipate technical and management problems; monitors operations and recommends policies and procedures to improve the WWTP functions; analyzes workload trends and recommends staffing and assignment adjustments.
- Writes technical and analytical reports and makes technical estimates of a specialized nature in connection with WWTP programs, contracts, and regulatory issues.
- Develops Capital Improvement Program (CIP) project proposals and recommends priorities; manages infrastructure and equipment improvement projects.
- Manages the collection, analysis, and reporting of operational and financial data; analyzes WWTP financial and resource information; develops and manages budgets and monitors revenues and expenditures.
- Effectively communicates WWTP issues with Village management; interprets and explains federal and state rules and regulations, and Village codes and ordinances.

- Supports the relationship between the Village of Chama and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and Village staff; maintains confidentiality of work-related issues and Village information; performs other duties as required or assigned.
- May be required to respond after hours, including holidays and weekends, in the event of a departmental or Village-wide emergency.
- Driving is essential.

Knowledge:

- State and Federal policies and procedures, as related to compliance of WWTP
- Maintenance and repair standards for wastewater treatment facilities and equipment.
- Principles and practices of government project management.
- State and Federal regulations governing municipal utilities, and the treatment and transmission of water/wastewater; including United States Environmental Protection Agency (US EPA), and New Mexico Environment Dept standards.
- Methods, materials, tools and equipment used in WWTP construction, repair, and maintenance projects.
- USEPA quality regulations, inspection protocols, best practices, and compliance standards.
- Regional public health protocols, environmental protection issues, and regulatory standards.
- Principles and practices of public sector administrative management, including cost accounting, budgeting, purchasing, strategic planning, customer service, and personnel rules.
- Techniques and practices for efficient and cost-effective management of resources.
- Environmentally responsible and resource-efficient public utilities maintenance techniques.
- OSHA safety rules and regulations, and safety standards in utility plant environments.

Skills:

- Analyzing WWTP infrastructure and maintenance issues, evaluating alternatives, and developing logical recommendations based on findings.
- Interpreting and applying technical standards and procedures, federal and state rules and regulations, and Village policies and procedures.
- Assessing and prioritizing multiple tasks, projects and demands.
- Interpreting and applying public health and safety principles and practices in a regulatory environment.
- Compiling and analyzing data, maintaining accurate records, and generating reports.
- Using initiative and independent judgment within established procedural guidelines.
- Managing staff, delegating tasks and authority, and coaching to improve staff performance.

- Establishing and maintaining cooperative working relationships with Village employees, officials, and representatives from other local, state and federal agencies.
- Using a personal computer and specialized software applications.
- Communicating effectively verbally and in writing.

Qualifications Required:

- Minimum 5 years' experience in Wastewater/Collections utilities management, and project management in the public sector; including four (4) years of supervisory experience or an equivalent combination of education and experience.
- Must possess a valid New Mexico Driver's License.
- Minimum Valid Level 3 Wastewater license from the New Mexico Environment Dept

Physical Requirements:

- Requires exerting up to 50 pounds of force occasionally and/or up to 30 pounds of force frequently and/or up to 10 pounds of force constantly to move objects. Standing, sitting, walking, lifting and other major activities are performed indoors and/or outdoors and may be exposed to all weather conditions.

EEO Statement

The Village of Chama is an Equal Opportunity Employer and is committed to providing fair and equal treatment of all applicants for employment without regard to race, gender, color, religion, national origin, age, disability, sexual orientation, or gender identity. We value diversity and are committed to creating an inclusive environment for all.

- Salary – Exempt, salaried – 55,000 – 68,000 annually depending on qualifications
Closing Date/Time: Until Filled