



214 South Love Lovington, NM 88260 | 575.396.2884

GENERAL MAINTENANCE

Position Description

Department:	Water Department	Reports to (title):	Water Utility Foreman
Job Code:	7520	Supervises:	N/A
Pay:	\$17/hr	Classification:	Non-Exempt
Hours/week:	40 hrs per Shifts may vary	Effective Date:	April 22, 2015
Type of Position:	Full-Time	Revised Date:	March 6, 2025

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the City of Lovington are expected to conform to the following:

- Uphold all principles of confidentiality and respect of all colleagues to the fullest extent.
- Adhere to all professional and ethical behavior standards inherent to the Public Sector.
- Interact in an honest, trustworthy and dependable manner with all citizens and employees of the City of Lovington.
- Possess cultural awareness and sensitivity.
- Maintain a current, insurable New Mexico driver's license.

POSITION PURPOSE

The purpose of this position is to perform maintenance tasks in support of the City's water infrastructure, including preventive maintenance on equipment, buildings, and grounds.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Performs unskilled, manual, or semi-skilled labor and operates light equipment, machinery, and tools in the maintenance, installation, repair, and operation of water mains, meters, services, valves, and fire hydrants
- Performs preventive maintenance and minor repairs, including routine servicing of vehicles and equipment
- Maintains grounds and facilities of the Water Department
- Must be willing to be on 24-hour call with a 15-minute response time per schedule, and available for emergency call-outs as required
- Learns and assists with operation of the water system computer
- Attends New Mexico Water & Wastewater Association meetings, schools, and other required training events
- Complies with all applicable rules and regulations at the federal, state, city, and department levels
- Assists in other departmental areas as needed
- Performs other duties as assigned

QUALIFICATIONS

Experience	Prior experience with basic hand tools and equipment used in general maintenance functions preferred; willingness to learn required
Education:	High School Diploma or GED
Mandatory Knowledge, Skills, Abilities and Other Qualifications:	• Ability to read, write, speak, and comprehend the English language • Must successfully pass a drug screen and background check • Ability to understand and carry out written and verbal directives • Ability to perform basic math including addition, subtraction, multiplication, and division using whole numbers, fractions, and decimals • Familiarity with standard hand tools and equipment used in field maintenance

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- Detail-oriented with a commitment to following all applicable safety regulations
- Must be willing to work outdoors in all weather conditions
- Must be able to work evenings, weekends, holidays, and overtime as needed
- Must be willing to be on 24-hour call with a 15-minute response time and available for emergency call-outs
- Valid driver's license required; CDL (Class A or B) preferred or must be willing to obtain
- Limited overnight travel may be required on occasion

PREFERRED QUALIFICATIONS

- One (1) year of direct work experience in water, utilities, or general maintenance
- NM water operator grade 1 license, or willingness to obtain
- OSHA 10 certification or willingness to obtain
- Bilingual in English and Spanish

WORK ENVIRONMENT

Work environment:	The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. This position works outdoors in all weather conditions with exposure to sun, wind, rain, snow, dust, and traffic. Exposure to chemicals used in water system maintenance is possible. Limited overnight travel may be required on occasion.
Physical demands:	The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. The employee will frequently be required to stand, walk, bend, twist, talk, and hear. Prolonged periods of standing and physical labor are expected, as well as driving or riding in transport vehicles. The employee must be able to lift and/or move up to 50 pounds regularly. Specific vision abilities required include close reading, distance vision, and color differentiation.
Mental demands:	This position involves multiple priorities and deadlines and requires the ability to multi-task, exercise sound judgment in the field, and interact effectively with coworkers, supervisors, and the public on a variety of issues, including time-sensitive and complex situations.

Disclaimer: The information in this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this position. Employees may be asked to perform other duties as needed.