



Timberon Water & Sanitation District

Proudly serving the people of Timberon for over 30 years.

Address: 1 Bobwhite Cir., Timberon NM. 88350 Contact: 575-987-2250 or gm@timberonwsd.com

Meter Reader and/or Laborer

Position Summary:

Under the supervision of the GM may assist Office Staff, General Maintenance or Certified Operator. This person performs a wide variety of tasks necessary for the efficient production and distribution of water of sufficient quality and quantity to meet customer demand. The applicant helps to maintain non water assets as directed. The applicant will be acting independently on some tasks and must be able to stay on task. This person is covered by public bargaining and is subject to the current contract.

Education and Experience: Requires at a minimum, a high school diploma/GED. Experience working in mechanical trade environments is preferred.

Other Requirements:

Because this position requires the operation of TWSD vehicles, the selected candidate must possess and maintain a valid driver's license and a satisfactory driving record. Candidates must have no DUI/DWI convictions within the past three (3) years. This requirement is mandatory and is not subject to waiver.

Operational Duties:

- Assists the office accounting staff by maintaining control over the inventory of materials, supplies, and equipment.
- Assists with routine inspections of non-water equipment. The person, if qualified, assists the general mechanic with repairs and preventative maintenance.
- Assists in water leak surveys
- Performs normal monitoring and maintenance including bi-monthly meter reading
- Responds to emergency conditions pursuant to TWSD's Emergency Operating Procedures
- Performs maintenance of facilities and grounds and ensures the plant well sites are kept clean
- Reports all leaks, meter malfunctions and other problems to the appropriate person
- Performs other duties delegated by the GM, certified operator, mechanic or office manager

Performance of these responsibilities is a vitality important part of providing safe and cost-effective service to our customers.