

FIELD TECHNICIAN

Location: Roswell, New Mexico
Duration: Full-Time
Posting End Date: 5/25/2022
Agency: Pecos Valley Artesian Conservancy District (PVACD)

Characteristic Duties and Responsibilities:

Under the direction of the PVACD Superintendent, the candidate will:

- Repair, service and install water meters in the Pecos Valley
- Participate in field activities.
- Demonstrate how to use various equipment
- Work on a water well drilling rig
- Such other duties deemed necessary or assigned.

Required Qualifications:

- High school diploma or GED equivalent, A technical degree is preferable
- Excellent oral and written communications and interpersonal skills.

Knowledge, Skills, and Abilities:

- Ability to communicate in written and oral formats
- Ability to use computers and modern technology

Employment Requirements and Required Documents:

- Must possess and maintain a valid New Mexico Driver's License and have, or be willing to obtain a commercial drivers license
- Must submit a letter of interest and resume/curriculum vitae

Compensation range:

From \$16.00 to \$20.00 per hour, depending upon qualifications.

Submittal of Documents:

May be submitted in person at the offices of the PVACD, 2303 East Second, Roswell, New Mexico 88201 or by email directed to Aron Balok, ab@pvacd.com. No telephone calls regarding the position will be accepted.

Pecos Valley Artesian Conservancy District does not discriminate in employment opportunities or practices on basis of race, color, religion, national origin, sex, age, disability, sexual orientation or any other characteristics protected by law.

The specific statements shown in each statement of this description are not intended to be all inclusive. The represented elements and criteria are considered necessary to successfully perform the listed job.

Pecos Valley Artesian Conservancy District reserves the right to cancel, change, or close any advertised position at any time.

EXECUTIVE SECRETARY

Location: Roswell, New Mexico
Duration: Full-Time
Posting End Date: 5/25/2022
Agency: Pecos Valley Artesian Conservancy District (PVACD)

Duties and Responsibilities:

Under the direction of the PVACD Superintendent, the candidate will:

- Ensure filing systems are maintained and current
- Answering phones and directing the calls to the correct people
- Produce and file reports for Board of directors as well as State and Federal Agencies
- Perform Payroll responsibilities
- Manage District Conservation Loan Program; and
- Such other duties deemed necessary or assigned.

Required Qualifications:

- High school diploma or GED equivalent, A technical degree is preferable
- Excellent oral and written communications and interpersonal skills.
- 5 years' office or banking experience

Required Knowledge, Skills, and Abilities:

- Ability to communicate in written and oral formats
- Ability to use computers and modern technology

Required Documents:

- A valid New Mexico Driver's License
- A letter of interest; and
- resume/curriculum vitae

Compensation range:

From \$20.00 to \$25.00 per hour, depending upon qualifications.

Submittal of Documents:

Please submit all Required documents in person at the offices of the PVACD, 2303 East Second, Roswell, New Mexico 88201 or by email directed to Aron Balok, ab@pvacd.com. No telephone calls regarding the position will be accepted.

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