



**CITY OF ALBUQUERQUE**  
invites applications for the position of:

## Open Space Supervisor II M14

AN EQUAL OPPORTUNITY / REASONABLE ACCOMMODATION EMPLOYER

**CLASS CODE:** 700276  
**DEPARTMENT:** Parks & Recreation  
**DIVISION:** PR-OS Maintenance Op  
**BARGAINING UNIT:** Management Union  
**REQUISITION #:** 2002187  
**SALARY:** \$19.45 - \$23.21 Hourly  
 \$1,556.00 - \$1,856.80 Biweekly  
 \$3,371.33 - \$4,023.07 Monthly  
 \$40,456.00 - \$48,276.80 Annually  
**OPENING DATE:** 10/30/19  
**CLOSING DATE:** 11/14/19 11:59 PM

### POSITION SUMMARY:

**Supervise, plan and coordinate park and facility maintenance activities and operations within the Open Space Division of the Parks & Recreation Department; coordinate assigned activities with other divisions, outside agencies and the general public and provide highly responsible and complex staff assistance to the Assistant Open Space Superintendent.**

*Job descriptions are intended to present a general list of tasks/duties performed by employees within this job classification. Job Descriptions are not intended to reflect all duties performed within the job.*

### MINIMUM EDUCATION, EXPERIENCE AND ADDITIONAL REQUIREMENTS:

***Education and experience directly related to the minimum requirements below may be interchangeable on a year for year basis.***

Bachelor's degree from an accredited college or university in construction management or construction technology; **and**

Three (3) years experience in park facility maintenance; **and**

**To include** one (1) year lead or supervisory or lead experience.

### ADDITIONAL REQUIREMENTS:

Possession of a valid Driver's License.

Possession of a City Operator's Permit (COP) within six (6) months from date of hire.

### PREFERRED KNOWLEDGE:



- Operational characteristics, services and activities of a park and facility maintenance program
- Modern and complex principles and practices of building and grounds maintenance
- Principles of program development and administration
- Modern office methods and equipment including computers
- Principles of business letter writing and basic report preparation
- Principles of supervision, training and performance evaluation
- Pertinent Federal, State, and local laws, codes and regulations

### **PREFERRED SKILLS & ABILITIES:**

- Supervise, direct and coordinate the work of lower level staff
- Select, supervise, train and evaluate staff
- Develop and implement project maintenance and renovation plans
- Prepare cost estimates for construction and renovation projects
- Oversee the progress of renovation projects and ensure the adherence to established time schedules
- Interpret and explain applicable City policies and procedures
- Prepare clear and concise reports
- Respond to requests and inquiries from the general public
- Operate office equipment including computers and supporting word processing and spreadsheet applications
- Communicate clearly and concisely
- Establish and maintain effective working relationships with those contacted in the course of work
- Perform the essential functions of the job with or without reasonable accommodation

---

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://CABO.GOV>

Position #2002187  
OPEN SPACE SUPERVISOR II M14  
CG

400 Marquette N.W.  
Albuquerque, NM 87103  
505 768-3700

[humanresources@cabo.gov](mailto:humanresources@cabo.gov)

---

### **Open Space Supervisor II M14 Supplemental Questionnaire**

- \* 1. Select the highest level of successfully completed related education as identified by the minimum requirements (if applicable, attach supporting degree or transcripts).
- No High School Diploma or GED
  - High School Diploma or GED
  - Non/degree accredited hours (some college)
  - Associates
  - Bachelors
  - Masters
  - Juris Doctorate
  - Doctorate
- \* 2. Select the number of years of work experience you possess which relates to the minimum requirements, if applicable, add verifiable time in a temporary upgrade status and/or volunteer experience when selecting number of years.
- No experience
  - 1 to less than 6 months
  - 6 to less than 12 months
  - 1 year to less than 2 years
  - 2 years to less than 3 years
  - 3 years to less than 4 years





**CITY OF ALBUQUERQUE**  
invites applications for the position of:

## **Heavy Equipment Operator B30**

AN EQUAL OPPORTUNITY / REASONABLE ACCOMMODATION EMPLOYER

**CLASS CODE:** 100144  
**DEPARTMENT:** Parks & Recreation  
**DIVISION:** PR-OS Bosque Reclamation  
**BARGAINING UNIT:** Blue Collar Union  
**REQUISITION #:** 2002154  
**SALARY:** \$18.93 - \$19.93 Hourly  
 \$1,514.40 - \$1,594.40 Biweekly  
 \$3,281.20 - \$3,454.53 Monthly  
 \$39,374.40 - \$41,454.40 Annually  
**OPENING DATE:** 10/18/19  
**CLOSING DATE:** 11/01/19 11:59 PM

### **POSITION SUMMARY:**

Operate and maintain very large, very heavy, motorized equipment used in earth moving operations, including, but not limited to, tankers, dozers scraper, loaders, mobile compost mixers, compost window turner, 18 wheel tractor-trailers, crane, excavator, etc. used in earth moving operations; perform excavating, grading, loading, compacting, mixing, scraping and minor mechanical maintenance and repairs.

**This is a safety sensitive position subject to random drug/alcohol testing.**

*Job descriptions are intended to present a general list of tasks/duties performed by employees within this job classification. Job Descriptions are not intended to reflect all duties performed within the job.*

### **MINIMUM EDUCATION, EXPERIENCE AND ADDITIONAL REQUIREMENTS:**

**Education directly related to the minimum requirements below may be substituted for experience on a year for year basis.**

High school diploma or GED; **and**

Four (4) years of heavy equipment operation and heavy equipment maintenance experience.

One year (1) technical crew lead experience preferred.

### **ADDITIONAL REQUIREMENTS:**

Possession of a valid New Mexico Commercial Driver's License (CDL), Class A or B.

Possession of a valid City Operator's Permit (COP) within six (6) months from date of hire.

### **PREFERRED KNOWLEDGE:**



- Operational characteristics of a variety of heavy, power-driven equipment
- Maintenance requirements of heavy, power-driven equipment
- Methods and materials used in general construction and maintenance work
- Principles and techniques of field maintenance activities
- Traffic laws, ordinances, and rules involved in heavy equipment operations
- Occupational hazards and standard safety practices

### **PREFERRED SKILLS & ABILITIES:**

- Operate the most heavy power-driven equipment
- Perform a variety of skilled construction and maintenance tasks
- Read and interpret maps, sketches, drawings, specifications and technical manuals
- Perform a variety of manual tasks for extended periods in unfavorable ether conditions
- Work independently in the absence of supervision
- Understand and follow oral and written instructions
- Prepare written reports and/or forms
- Effectively communicate with communications tower
- Communicate clearly and concisely
- Perform the essential functions of the job with or without reasonable accommodation
- Establish and maintain effective working relationships with those contacted in the course of work
- Work flexible hours, including evenings and weekends as required

APPLICATIONS MAY BE FILED ONLINE AT:

<http://CABO.GOV>

400 Marquette N.W.  
Albuquerque, NM 87103  
505 768-3700

[humanresouces@cabq.gov](mailto:humanresouces@cabq.gov)

Position #2002154  
HEAVY EQUIPMENT OPERATOR B30  
CG

### **Heavy Equipment Operator B30 Supplemental Questionnaire**

- \* 1. Select the highest level of successfully completed related education as identified by the minimum requirements (if applicable, attach supporting degree or transcripts).
- No High School Diploma or GED
  - High School Diploma or GED
  - Non/degree accredited hours (some college)
  - Associates
  - Bachelors
  - Masters
  - Juris Doctorate
  - Doctorate
- \* 2. Select the number of years of work experience you possess which relates to the minimum requirements, if applicable, add verifiable time in a temporary upgrade status and/or volunteer experience when selecting number of years.
- No experience
  - 1 to less than 6 months
  - 6 to less than 12 months
  - 1 year to less than 2 years
  - 2 years to less than 3 years
  - 3 years to less than 4 years
  - 4 years to less than 5 years
  - 5 years to less than 6 years