

NOTICE OF EMPLOYMENT OPPORTUNITY in the VILLAGE OF CIMARRON

Full Time Public Works Supervisor Position

Water and Wastewater Certification Desired

VILLAGE OF CIMARRON

PO Box 654 356B East 9th Street Cimarron, NM 87714-0654

(575) 376-2232 Fax (575) 376-2810

www.villageofcimarron.net

The Village of Cimarron is accepting applications for a full-time Public Works Supervisor.

This position offers: PERA RETIREMENT, HEALTH INSURANCE 80/20 PAID, LIFE INSURANCE IF AVAILABLE, HOLIDAY PAY, TWO PERSONAL DAYS A YEAR, COMPETITIVE WAGES, ANNUAL LEAVE AND SICK LEAVE, OVERTIME AND COMP TIME WHEN AVAILABLE, AND ON-CALL PAY!! COME JOIN OUR TEAM AT THE VILLAGE OF CIMARRON!!

QUALIFICATIONS:

- Extensive knowledge of, and ability to apply, the principles and practices of organizational management, personnel and financial administration in the design and implementation of engineering projects.
- Must have knowledge of Village water, sewer, street system.
- Must have thorough knowledge of Public Works as applied to the methods and practices essential to storm drainage management, sidewalk and street construction, environmental permission, water and sewage operations, traffic operations, cemetery operations, solid waste management and recycling.
- Considerable knowledge and ability in organization, direction, and coordination of a wide variety of public works projects and activities to obtain maximum results.
- Considerable knowledge of methods and practices essential to the design, maintenance, and repair of municipal public works projects.
- Ability to develop long-term plans and programs and to make sound decisions on matters of operational policy and administrative problems.
- Ability to meet and deal tactfully with the general public and to communicate effectively and clearly, both orally and in writing.
- Ability to establish and maintain effective working relationships with other employees, Village officials and the general public.
- Ability to plan or consult with engineers and/or supervise the design of public works projects.
- Computer operations experience required for specific department Programs for reports
- Ability to prepare technical reports, estimates, construction, and cost records.

Duties include: Water System Operations & Maintenance duties, Wastewater System Operations & Maintenance duties, grading roads, maintaining streets, and park maintenance, the position may require Solid Waste disposal operations. Pay can be negotiated upon evaluation of experience.

Applications and job description may be requested by calling Village Hall at 575-376-2232 or by email at attention Shawn Jeffrey, Administrator at villageadmin@villageofcimarron.net.

Resumes and letter of interest should accompany application.

Applications will be accepted until April 3, 2026- Interviews will be scheduled after April 3, 2026 The Village is an equal opportunity employer and complies with the American Disability Act Requirements.

Shawn Jeffrey Village Administrator, Village of Cimarron 256 E 9th Street PO Box 654 Cimarron, NM 87714