



Village of Logan  
Gateway to Ute Lake  
"Best Little Village By a Dam Site"  
P.O. Box 7  
Logan, New Mexico 88426

Village Office (575)487-2239  
Police Depart. (575)487-2856  
Motor Vehicle (575)487-2815  
Senior Citizens (575)487-2287

## **VILLAGE OF LOGAN**

### **WATER/SEWER DEPARTMENT**

### **MAINTENANCE PERSON**

The Village of Logan will be accepting applications for the position of a full-time maintenance person for the Water/Sewer Department. Duties include water/sewer installations, reading water meters monthly, maintenance of streets, buildings, vehicles, collection center, cemetery, and other duties. Must be able to obtain water/wastewater licensing as applicable to job description within allowable time period.

For a complete detailed job description and application please come by the Village of Logan Office. A resume must be submitted with the application. Salary based upon experience. If you have any questions, please call the Village of Logan at 487-2239. Applications will be accepted until filled.

Posted this 16<sup>th</sup> day of November, 2023

## **JOB DESCRIPTION**

### **WATER/SEWER/MAINTENANCE**

The Village of Logan operates and maintains a public water and sewer system as well as maintains the streets in the Village. It is imperative for the water/sewer/maintenance worker to be diligent and mindful of the importance of this work, as it is vital for the Village to run as efficiently as possible. This position will answer to, and be under the direct supervision and direction of the Field Superintendent. There is a 1 year probation period for this position.

#### **WATER/SEWER**

- Reading water meters monthly
- Installation of water meters and sewer connections
- Repair of water and sewer lines
- Repair of fire hydrants
- Maintenance of sewer lagoons and grinder pumps
- Be on call on weekends or after hours
- Must be certified in Water I & Wastewater I, within 1 year of hire date
- Must be certified Water II & Wastewater II
- Other duties as assigned
- Grinder Pump & Installation & Maintenance

#### **CEMETERY**

- Opening & Closing graves
- Setting up canopy, chairs, grass and lowering device
- Mowing, weed eating, etc.
- Emptying trash barrels
- Other duties as assigned

#### **COLLECTION CENTER**

- Monitor and assist customers coming in to dispose of household/C&D waste
- Drive trash truck to Tucumcari to be emptied
- Push assigned piles of debris with loader
- Other duties as assigned

#### **STREETS**

- Maintenance to streets
- Mowing along right of way
- Work with NM Department of Transportation on projects
- Put up street signs
- Repairs to street signs

- Other duties as assigned

## **MOWING**

- All Village of Logan property to include: Logan Fitzner Park, Village Offices, Well Sites, Cemetery, Fire Sub-station and other project locations as needed

## **BUILDING MAINTENANCE**

- Doing maintenance to all Village of Logan buildings as needed
- Other duties as assigned

## **JANITORIAL**

- Setting up Civic Center for meetings including cleaning and mopping
- Waxing, stripping and buffing floors
- Other duties as assigned

## **VEHICLE/EQUIPMENT MAINTENANCE**

- Repairs and maintenance to all Village owned vehicles
- Operating equipment including backhoe, loader, grader, dump truck, etc.
- Other duties as assigned

## **MISCELLANEOUS**

- Assist Logan Police Department, EMS, Logan Fire Department, Logan Senior Citizens, Logan Family Practice
- Other duties as assigned

Applicant must have a valid New Mexico drivers' license. Commercial Drivers License is preferred.

**PLEASE READ AND SIGN THE STATEMENTS BELOW**

*(Unsigned applications will be rejected and not be considered):*

The facts set forth in my application for employment and/or resume are true and complete, to the best of my knowledge. I understand that if employed, false statements on this application or during my interview(s) shall be considered sufficient cause for dismissal. I authorize any of my previous employers, schools, or persons named as references to give any information regarding employment or educational record. I agree that the Village of Logan and my previous employers shall not be held liable in any respect if a job offer is not extended, is withdrawn, or my employment is terminated because of false statements, omissions or answers made by me in my application, resume or during my interview(s). I understand that any offer of employment is contingent upon my successful completion of the pre-employment screening process, and satisfactory completion of any post offer pre-employment examinations that may be required and I give consent to the results of any required examinations or screenings to be released to the Village.

If selected for employment, I agree to comply with the policies, rules, regulations and procedures of the Village of Logan

Applicant Signature \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**DRUG/ALCOHOL SCREENING ACKNOWLEDGMENT AND AGREEMENT**

By my signature below, I \_\_\_\_\_ realize and understand that if considered for employment with the Village of Logan, I will be required to submit to a drug/alcohol screening test as a condition of hire. The Village of Logan will pay for this screening.

My signature below also serves to acknowledge and agree to the fact that if I receive a conditional offer of employment with the Village of Logan, and accept it, one factor that must be met PRIOR to a final offer of employment being made is the successful completion of a drug/alcohol screening test. Successful completion of a drug/alcohol screening test is defined as test results showing no trace of drugs/alcohol. If successful completion of a drug/alcohol screening test is not obtained, I understand I will not be eligible for hire with the Village of Logan.

Applicant Signature \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**AUTHORIZATION FOR RELEASE OF  
CRIMINAL ARRESTS AND DRIVING RECORD**

I authorize the Village of Logan to obtain criminal arrests and driving record information about me from law enforcement agencies, courts of law, and motor vehicle departments, of any state in which I reside (or have resided).

Applicant Signature \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

State of New Mexico - Taxation & Revenue Department  
MOTOR VEHICLE DIVISION



**CONFIDENTIAL RECORDS RELEASE**

(Pursuant to Section 66-2-7.1, NMSA 1978)

TYPE OR PRINT PLAINLY (INQUIRIES THAT CANNOT BE READ WILL NOT BE PROCESSED)

Provisions of the New Mexico Motor Vehicle Code make personal information about an individual confidential, and restrict disclosure. This form authorizes the release of Driver or Vehicle information containing personal information to:

- an individual, or an individual's authorized representative; or
- a requestor, if the requestor has obtained the written consent of the individual to whom the information pertains.

**Note:** For purposes of this Release, the term "personal information" means:

- with respect to vehicle records, the driver license number, date of birth, address, city and state.
- with respect to driver records, the name, address, city, state, social security number, driver license number, date of birth, height, weight, medical restrictions, image and signature.

REQUESTOR / AUTHORIZED REPRESENTATIVE NAME & ADDRESS

REQUESTOR'S NAME - Company or Individual - (Last, First, MI):

Requestor's SS # or Employer ID #

Mailing Address (Number & Street):

City, State, Zip Code:

PERSON TO WHOM INFORMATION PERTAINS

NAME (Last, First, MI)

Mo./ Day / Yr. of Birth

Mailing Address (Street & Number)

Social Security #

City, State, Zip Code

Telephone #  
(      )

Driver License / ID Card Number (If Applicable)

Vehicle License Plate / Identification Number(s) (If Applicable)

TYPE OF INFORMATION REQUESTED

**DRIVER RELATED**

- ☐ Motor Vehicle Record
- ☐ Copies of Citations or Withdrawal Notices
- ☐ Copy of License / ID Card Application

☐ Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VEHICLE RELATED**

- ☐ Printout of Vehicle Registration / Owner Information
- ☐ Copy of Vehicle or Title or MSO
- ☐ Copy of Bill of Sale

☐ Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Provide additional information to accurately and specifically identify the information requested above

Pursuant to the National Driver's Privacy Act, Public Law 103-322, I hereby swear and affirm that this requested release of information is permissible and will be used according to law.

The undersigned takes full responsibility for any violations of this Act.

I authorize the release of my personal information to: ☐ Me ☐ Authorized Representative ☐ Requestor

Signature of Person

to Whom Information Pertains \_\_\_\_\_ Date \_\_\_\_\_

If personal information is to be released to anyone other than the individual, this Release must be notarized.



NOTARY: Subscribed and sworn to before me at \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_.

Signed \_\_\_\_\_

My commission expires \_\_\_\_\_

SEAL

**THIS RELEASE IS  
VALID FOR 30 DAYS  
FROM DATE OF AUTHORIZATION**