



TRUTH OR CONSEQUENCES NEW MEXICO

505 Sims St, Truth or Consequences, NM 87901
Human Resources | 575-740-7554 | www.torcnm.gov

Job Description Position

Position Title: Field Testing/Work Orders
Department: Water & Wastewater
Reports To: Water & Wastewater Supervisor

Pay Grade: NE5
FLSA Status: Non-Exempt
Updated: 06/22/2026

General Purpose

Performs field sampling, testing, data collection, and work order coordination for the Water & Wastewater Department. Ensures compliance with all applicable Federal, State, and local environmental and safety regulations through proper sampling procedures, laboratory coordination, and accurate recordkeeping. Also coordinates work orders, maintenance requests, and field service documentation to support efficient operations and regulatory compliance.

Supervision Received / Given

Works under the general supervision of the Water & Wastewater Supervisor. This position does not exercise supervisory authority.

Duties and Responsibilities

- Perform field sampling for drinking water, wastewater, and other regulated parameters in accordance with NMED, EPA, and City standards.
- Collect samples from water distribution systems, treatment plants, wells, lift stations, and wastewater facilities; ensure proper sample handling, labeling, chain of custody, and delivery to certified laboratories.
- Maintain and calibrate field testing equipment including pH meters, chlorine analyzers, dissolved oxygen meters, and turbidity meters.
- Conduct routine water quality testing and record results; report abnormal readings to the Supervisor immediately.
- Track and maintain sampling schedules, regulatory deadlines, and compliance calendars; notify appropriate staff of upcoming requirements.
- Coordinate with contract laboratories on sample pickup, delivery, analysis, and results reporting.
- Maintain accurate records of all sampling activities, field measurements, and test results; prepare and submit required reports.
- Receive, log, prioritize, and dispatch work orders for Water & Wastewater maintenance, repairs, and service requests.
- Coordinate with field crews, operators, and contractors to schedule and track completion of work orders.
- Maintain work order database and ensure timely updates on status, materials used, labor hours, and completion documentation.



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- Assist with inventory tracking and requisitioning of field supplies, sampling equipment, and testing materials.
- Respond to customer inquiries regarding water quality, service requests, and work order status.
- Prepare Standard Operating Procedures (SOPs) for sampling and testing in coordination with the Supervisor.
- Assist with regulatory inspections, audits, and site visits as assigned.
- Maintain confidentiality of all records and information.
- Perform related duties as assigned.

Education and Experience

- High School Diploma or GED required.
- Associate's Degree in Water Technology, Environmental Science, or related field preferred.
- One (1) to two (2) years of experience in water/wastewater sampling, testing, or field operations preferred.
- Experience with work order systems, field data collection, or laboratory coordination preferred.

Knowledge, Skills, and Abilities

- Knowledge of water and wastewater sampling procedures and safety protocols.
- Knowledge of basic water quality parameters and field testing methods.
- Ability to operate and maintain field testing equipment and calibration procedures.
- Skill in accurate recordkeeping, data entry, and report preparation.
- Knowledge of standard office software including word processing, spreadsheets, and databases.
- Ability to read and follow written procedures, sampling plans, and regulatory guidance.
- Ability to work independently with minimal supervision and prioritize multiple tasks.
- Ability to communicate effectively with operators, supervisors, laboratory staff, and the public.
- Ability to work outdoors in varying weather conditions and treatment plant environments.

Required Licenses and Certifications

- Valid New Mexico Driver's License.
- Ability to obtain New Mexico Water & Wastewater Sampling Certification within six (6) months of hire.
- Must successfully pass pre-employment drug testing.
- Must successfully pass a background investigation and be free of disqualifying conditions.

Equipment, Tools, Materials

- Field testing equipment (pH meters, chlorine analyzers, turbidity meters, dissolved oxygen meters), sampling bottles and coolers, GPS devices, two-way radios, personal computer, City work order management systems, and standard office equipment.



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Work Environment

- Work is performed in both office and field environments.
- Regular exposure to water and wastewater treatment plants, wells, pump stations, and outdoor sampling locations.
- Exposure to odors, chemicals, noise, moisture, and varying weather conditions.
- May be required to respond to after-hours or weekend sampling needs.

Physical Functions

- Frequent walking, standing, bending, kneeling, and reaching in field and plant environments.
- Ability to lift and carry sampling equipment and coolers up to 50 pounds.
- Ability to climb ladders and stairs and access confined spaces with proper training and PPE.
- Ability to sit for extended periods while performing data entry and office work.
- Ability to read printed documents, labels, and computer screens and to communicate clearly in person and by phone.

Selection Guidelines

Selection will be based on a formal application, rating of education and experience, oral interview(s), reference and background checks, and job-related testing where applicable. The successful candidate may need to pass a pre-employment physical examination, drug screening, psychological evaluation, or skills assessment as required for the position. Final selection will be made by the City in accordance with established policies and procedures.

Equal Opportunity Statement

The City of Truth or Consequences is an Equal Opportunity Employer. We are committed to providing fair and equal employment opportunities to all qualified individuals regardless of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, genetic information, veteran status, or any other protected status under applicable federal, state, or local laws. We value diversity and encourage all qualified individuals to apply.

Employee Name (Print)

Employee Signature

Date

I understand that this is a uniformed full-time position in compliance with the Fair Labor Standards Act (FLSA).