

CITY OF GRANTS
JOB OPENINGS/CURRENT OPPORTUNITIES

Equal Opportunity Employer: The City of Grants provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by State, Federal, or Local Law.

Applications received after deadlines will not be considered, and applications will only be accepted for posted vacancies.

For full job descriptions visit: www.cityofgrants.net/job-openings

- Grants Fire Department: Firefighter I-II/EMT-B/AEMT/Paramedic or EMT-B/AEMT/Paramedic as assigned –

The City of Grants is accepting applications for the position of Firefighter I-II/EMT-B/AEMT/Paramedic for the Grants Fire Department, EMS certified preferred.

Starting Salary is \$14.80 - \$23.19 (DOE & Certifications); with great benefits.

Qualifications include but not limited to the following: High School diploma or equivalent. Must be able to successfully pass a probationary/initial training period which includes: all in-house training unless on approved leave; and completion of introduction to Firefighting training I-II within one year of employment for no EMS certifications and two years for licensed EMT, AEMT, or Paramedic. Ability to obtain Class E-NM driver's license or greater and have and maintain a good driving record. Passage of criminal background check and pre-employment drug test required.

Applications may be obtained on-line @ www.cityofgrants.net/job-openings or at City Hall located at 600 W. Santa Fe Ave.

** Resumes, Certifications, and Additional Supplemental Documents can be attached to your application or emailed to hr@grantsnm.gov **

Applications will be accepted until position is filled.

- SPECIAL PROJECTS COORDINATOR –

The City of Grants is accepting applications for the position of Special Projects Coordinator.

Starting Salary is \$20.87 - \$28.95 per hour (D.O.E and Qualifications), with great benefits.

Qualifications include but not limited to the following: High School diploma, GED or equivalent, associate degree is preferred; training in office occupations and project management is recommended; At least three (3) years of prior experience are required in work related to public administration, project management, and/or office management, should have some experience in administering multi-funded projects, working with public and private funding agencies, and grant writing; must be bondable; notary public preferred; must have a NM driver's license and have and maintain a good driving record.

Applications may be obtained on-line @ www.cityofgrants.net/job-openings or at City Hall located at 600 W. Santa Fe Ave.

** Resumes, Certifications, and Additional Supplemental Documents can be attached to your application or emailed to mmaes@grantsnm.gov **

Applications will be accepted until position is filled.

- Grants Police Department – Certified Police Officer –

The City of Grants is accepting applications for the position of Certified Police Officer.

Starting Salary is \$20.45 – \$24.73 per hour (D.O.E and Qualifications).

Qualifications include but not limited to: High school diploma or equivalent; Law Enforcement Academy Certification is required within one (1) year of hire; must possess or be able to acquire a standard NM driver's license, and have and maintain a good driving record.

Employee must be ready and willing to work irregular hours in accordance with the needs and requirements of public safety; able to work under pressure. Position is subject to rigorous background investigation.

Applications may be obtained on-line @ www.cityofgrants.net/job-openings or at City Hall located at 600 W. Santa Fe Ave.

** Resumes, Certifications, and Additional Supplemental Documents can be attached to your application or emailed to mmaes@grantsnm.gov **

Applications will be accepted until position is filled.

* D.O.E – Dependent on Experience

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– PUBLIC WORKS – Streets Department – Operator –

The City of Grants is accepting applications for the position of Laborer – with the Streets Department, under the Public Works Department.

Starting salary is \$17.00 to \$18.28 DOE per hour, with great benefits.

Qualifications include but not limited to: High school diploma or equivalent; three to five (3-5) years' experience in Road construction and Maintenance; other combination of experience and education may be considered; possess or have the ability to obtain traffic control and flagging certification; ability to engage in strenuous physical activity and perform heavy manual tasks for extended periods of time in all-weather conditions; must possess or be able to acquire a standard NM CDL driver's license, and have and maintain a good driving record.

Applications may be obtained on-line @ www.cityofgrants.net/job-openings or at City Hall located at 600 W. Santa Fe Ave.

** Resumes, Certifications, and Additional Supplemental Documents can be attached to your application or emailed to mmaes@grantsnm.gov **

Applications will be accepted until position is filled.

- Grants Fire Department – Firefighter –

The City of Grants is accepting applications for the position of Firefighter for the Grants Fire Department.

Starting Salary is \$14.80 - \$17.00 (DOE & Qualifications); with great benefits.

Qualifications include but not limited to the following: High School diploma or equivalent. Must be able to successfully pass a probationary/initial training period which includes: Complete all assigned and required in-house trainings; completion of introduction to firefighting training. Ability to obtain Class E driver's license, and have and maintain a good driving record. Passage of criminal background check, pre-employment drug test and physical assessment; Hazmat certification. Firefighter I & II Certification within one (1) year of employment.

Applications may be obtained on-line @ www.cityofgrants.net/job-openings or at City Hall located at 600 W. Santa Fe Ave.

** Resumes, Certifications, and Additional Supplemental Documents can be attached to your application or emailed to mmaes@grantsnm.gov **

Applications will be accepted until position is filled.

- GOLF COURSE – Cook/Server – Grill, Bar, & Clubhouse -

The City of Grants is accepting applications for the position of cook/server (Part-time, 20-29 hours per week) for the Grill, Bar, and Clubhouse at the Coyote del Malpais Golf Course. Starting salary is \$13.00 per hour.

Qualifications include but not limited to the following: High School diploma or GED. Two years' experience and basic knowledge of food and beverage preparations required; Standard NM Driver's License. Must be bondable and obtain an alcohol servers permit within 30 days.

For additional inquiries call Kim at the Golf course at 505-285-5544. Deadline for applications is October 31, 2023, or until position is filled.

Applications may be obtained on-line @ www.cityofgrants.net/job-openings or at City Hall located at 600 W. Santa Fe Ave.

** Resumes, Certifications, and Additional Supplemental Documents can be attached to your application or emailed to mmaes@grantsnm.gov **

Applications will be accepted until position is filled.

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THE CITY OF GRANTS IS AN EQUAL OPPORTUNITY EMPLOYER.