



**PUEBLO OF ISLETA  
HUMAN RESOURCES DEPARTMENT  
P.O. BOX 1270, ISLETA, NM 87022  
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**VACANCY ANNOUNCEMENT**

**POSTING NO: 024-19**

**OPENING DATE: 01/25/2019**

**CLOSING DATE: 02/25/2019**

**POSTED: IN & OUT**

**POSITION:** Architectural Technician  
**PAY GRADE:** HA8 (\$16.33/ph to \$19.19/ph)  
**FLSA STATUS:** Non-Exempt  
**POSITION TYPE:** Full Time  
**FUNDING SOURCE:** POI/Grant Funded  
**DEPARTMENT:** Housing Authority  
**REPORTS TO:** Executive Director  
**BACKGROUND LEVEL:** Child Care

**JOB PURPOSE:** Prepare technical drawings and plans using Auto CADD system or manual drafting techniques, principles, and skills for use in IPHA and POI projects, as well as POI Tribal members. Assists in the preparation of contract documents for final review and approval by the Executive Director.

*This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.*

**JOB DUTIES:**

- Designs and prepares a variety of architectural drawings including: floor plans, framing and roofing plans, interior and exterior plans, mechanical electrical and plumbing plans including sewer, septic and water line designs according to design, bid, or contract documents and specifications.
- Coordinates pre-bid meetings, site visits, and bid openings for residential, commercial, utility and design projects.
- Acts as contact person to resolve any issues with contractors and/or clients pertaining to IPHA projects throughout the bidding process and construction phases.
- Prepares contract documents and specifications including required HUD documentation for review and approval of Executive Director.
- Maintains all Auto CADD equipment.
- Reviews all submittals for compliance and prepares submittal schedule; notifies contractors and material suppliers of corrective action required.
- Verifies pay request applications submitted by contractors and suppliers.

- Consults with clients during the design and construction phases including scheduling and arranging clients with storage containers.
- Conducts site visits, compiles field notes, sketches, etc. to assist in architectural designs.
- Ensures temporary housing for clients has been secured during the renovation or new construction process.
- Assists in the coordination between IPHA and utility companies for new and temporary services such as gas and electricity, scheduling line spots and repairs.
- Works with Indian Health Services-Albuquerque Service Unit on issues involving septic systems, water lines, sewer lines, etc.; contacts utility companies on damages caused by IPHA projects.
- Schedules and performs assessments with homeowners to identify necessary repairs.
- Prepares and updates project schedules and provides written and oral reports on projects when requested.
- Analyzes building codes, by-laws, space and site requirements, and other technical documents and reports to determine their effect on architectural designs.
- Performs other duties as assigned.

**SUPERVISION RESPONSIBILITIES:** N/A

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

**PLEASE BE SPECIFIC REGARDING QUALIFICATIONS, AND INCLUDE DOCUMENTS THAT CONFER THE HIGHEST LEVEL OF EDUCATION, CERTIFICATION AND LICENSES.**

- Associates Degree in Architecture and Auto-CADD.
- Three years architectural and drafting experience.
- Bachelor's Degree in Civil Engineering, Structural Engineering, Architecture, or related field preferred.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Must be able to pass background check, with NO prior convictions of any felonies.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

**KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:**

- Knowledge of surveying practices and applications.
- Knowledge of design techniques, tools, and principals involved in production of precision technical plans, blueprints, drawings, and models.
- Knowledge in the practical applications of the principles of structural engineering, environmental engineering, construction engineering as related to residential, commercial, and public works projects.
- Knowledge in the process, principles, and theories of project management.
- Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads.
- Knowledge of general construction management.
- Skill in the use to Auto CADD equipment and programs.
- Ability to use field equipment such as metal detectors, calculators, etc. and in the use of general office equipment.

- Ability to analyze data and other relevant factors affecting housing projects.
- Ability to use courteous and tactful communications skills when interacting with co-workers, governmental representatives, tribal members and the general public.
- Ability to collect field data and accurately record findings.
- Ability to communicate effectively both verbally and in writing.
- Ability to visualize ideas in three-dimensional form.
- Ability to prepare floor, site, and other architectural plans using CAD drafting techniques.
- Ability to handle multiple tasks and meet deadlines.
- Ability to carry out instructions furnished in verbal or written format.
- Ability to maintain confidentiality.

**PHYSICAL DEMANDS:**

- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Work involves standing and walking on uneven ground at construction sites.
- Position requires frequent lifting and carrying items up to 25 lbs.

**WORK ENVIRONMENT**

- Work is performed in a typical interior/office environment and outdoors.
- Noise level is usually minimal indoors and loud in construction sites.
- Occasional exposure to environmental conditions such as weather conditions, dust, insects, fumes, etc. may occur.
- Travel may be required.

**PREFERENCE:**

Tribal preference and Native American Indian preference shall apply to all positions at Pueblo of Isleta.