



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

**POSTING NO: 018-19**

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

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

**POSITION:** Water Resources Protection Specialist

**POSTED: IN & OUT**

**PAY GRADE:** E7 (\$21.92/ph to \$26.85/ph)

**FLSA STATUS:** Exempt

**POSITION TYPE:** Full Time

**FUNDING SOURCE:** POI and Grant Funded

**DEPARTMENT:** Water Resources

**REPORTS TO:** Water Resources Director

**BACKGROUND LEVEL:** Public Trust

**JOB PURPOSE:** Assists with water resources protection by participating in regional water resources management activities, monitoring and requesting irrigation water deliveries, and water resource-related project implementation and management. Keeps informed of water quality monitoring on Isleta Pueblo (including groundwater, surface water, public water supply, and wastewater). Documents and evaluates off-pueblo threats to the Pueblo's water resources.

*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:**

- Coordinate with federal, state, local and Isleta personnel on matters related to the water resource protection for the Pueblo of Isleta.
- Assist the Water Resources Director with implementation of the Isleta Diversion Dam Settlement Agreement.
- Assist the Water Resources Director with implementation of water resources projects under the Pueblo of Isleta Settlement and Natural Resources Restoration Act (Mismanagement) of 2006.
- Assist with the Pueblo's water resource protection efforts related to water rights, calls for water, protests, water rights management, and water planning.
- Assist with water resource conservation projects on the Pueblo and educational outreach among the Pueblo community.
- Research Isleta's historical water uses and prepare reports for use by Isleta Water Commission, Tribal Council, legal counsel, and pertinent federal agencies in water rights determinations.

- Coordinates efforts to ensure that Isleta's agricultural lands receive adequate irrigation water throughout the season.
- Assists in the preparation and deployment of Global Positioning System equipment, Geographic Information System mapping, and Ortho-photographic documentation of existing Pueblo wells, hydrographic surveys, and irrigation infrastructure.
- Prepares work plans and/or scopes of work in coordination with appropriate Department Managers for well-drilling services.
- Meet at appropriate times (quarterly, on- and off-season, annually, as needed) with each majordomo to define tasks and establish priorities for irrigation O&M and betterment (not just List A facilities). Assist Department Director in overseeing contracted and MRGCD irrigation infrastructure work.
- Monitors flows in Rio Grande and MRGCD system both visually and via available gauges, compiles data as needed, and notifies Department Director and/or MRGCD if water delivery adjustments are needed.
- Works with Six MRG Pueblo the Bureau of Indian Affairs, its Designated Engineer, and the Coalition of Six Middle Rio Grande Basin Pueblos on the Operation Maintenance & Betterment contract, irrigation deliveries, and other matters brought before the Coalition.
- Maintains professional and technical knowledge of Isleta Pueblo and regional water issues.
- Attends meetings of the MRGESCP (Middle Rio Grande Endangered Species Collaborative program), MRGCD Board, and others as directed.
- May assist Environment Division staff with the collection and preparation of water and other environmental samples according to the Pueblo's approved Quality Assurance Project Plan.
- Collects and analyzes hydrologic and water chemistry data and information.
- May assist Environment or Utilities Division staff with performing standardized field tests such as pH, fluoride, chlorine residual, hardness, dissolved oxygen, ambient air temperature and water temperature.
- May assist Department Director and other staff in the preparation of technical exhibits for presentation to Tribal Administration, Tribal Council and court proceedings or hearings.
- Assists the Department Director in identifying and securing additional funding and grant monies for continuation and expansion of the Water Resources Department.
- Maintains confidential information and is always respectful of Isleta tradition and customs
- 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.**

- Bachelor's Degree in Geology or related field.
- Five (5) years' work experience in water resources, water development, or hydrology.
- Comprehensive knowledge of water conservation policy, practice, methodology and technology.
- 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 and ability to understand Federal, State, Tribal and local laws, rules, regulations, policy, doctrines, and practices that pertain to tribal water resources management.
- Knowledge of the techniques, methods and devices used to obtain environmental samples for analyses.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Skill in operating word-processing, spreadsheets, Piezometer, GIS software and database software programs.
- Skill in preparing, reviewing, and analyzing operational and technical reports.
- Ability to interact, establish, and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to understand hydrologic modeling
- Ability to work with GPS and water sampling equipment.
- Ability to handle multiple tasks and meet deadlines.
- Ability to work independently with minimal supervision in order to meet deadlines.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to create and present effective presentations.
- Ability to make sound decisions and exercise independent judgment.

#### **PHYSICAL DEMANDS:**

- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Standing and walking may be on uneven surfaces or unstable ground.
- Position requires ability to lift 50 lbs.

#### **WORK ENVIRONMENT**

- Work is occasionally performed outdoors.
- Exposure to natural weather conditions and various dusts and mists may occur while performing outdoor duties.
- Situations where safety-toe shoes, gloves, protective face shield, or personal flotation device are needed may occur.
- Travel within the Pueblo area is required and working in sensitive and/or hazardous areas is common.

#### **PREFERENCE:**

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