



**PUEBLO OF ISLETA  
HUMAN RESOURCES DEPARTMENT  
P.O. BOX 1270, ISLETA, NM 87022  
PHONE: (505) 869-7584 FAX: (505) 869-7579  
EMAIL: [poiemployment@isletapueblo.com](mailto:poiemployment@isletapueblo.com)**

**VACANCY ANNOUNCEMENT**

**POSTING NO:** 033-19

**OPENING DATE:** 02/07/2019

**CLOSING DATE:** 02/20/2019

**POSITION:** Design/Construction Division Manager

**POSTED:** IN & OUT

**PAY GRADE:** E9 (\$26.52/ph to \$32.49/ph)

**FLSA STATUS:** Exempt

**POSITION TYPE:** Full Time

**FUNDING SOURCE:** POI

**DEPARTMENT:** Public Services – Design & Construction

**REPORTS TO:** Executive Director

**BACKGROUND LEVEL:** Public Trust

**JOB PURPOSE:** Achieves the Design & Construction Division goals and objectives by planning, directing, monitoring and evaluating the daily operations and staff. Ensures the efficient and effective provision of planning services for the utilization of land and physical facilities of the Pueblo of Isleta.

*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:**

- Plans, directs, and monitors division productivity and quality goals.
- Confers with Governor, Tribal Council, and other appropriate departments/staff to devise and recommend arrangements of land and physical facilities for residential, commercial, industrial and community services.
- Reviews and presents to Governor and Tribal Council all major plans, programs, contracts, progress reports and other documents relating to the planning and development office.
- Develops and maintains working relationships and meets as necessary with other area jurisdictions, the development community, consulting firms, tribal, federal, state, county, or governmental organizations, and other tribal departments and staff concerning the Pueblo Planning and Development functions.
- Develops and reviews project scope, request for proposals; participates in the selection of consultant architects, engineers and contractors; negotiates design and construction fees and prepares contracts.

- Reviews and monitors contractors performance to include compliance with planning and development budgets; recommends and implements modifications to contract changes. Inspects a variety of construction projects to determine compliance with construction documentation and contractual obligations.
- Reviews various tests at construction sites including asphalt, concrete, soil and water for compliance with applicable specifications; coordinates all testing with private labs as needed.
- Manages division budget; coordinates financial and budget activities for maximum operational efficiency.
- Prepares and presents reports on the status, activities and plans for current and future operations; keeps leadership and other departments informed of status of department activities by attending meetings and submitting reports.
- Hosts regular staff meetings to ensure communication among staff regarding department related activities.
- Creates policies and procedures for staff to ensure consistency and adherence to department goals.
- Enhances professional growth and development through participation in seminars, educational workshops, classes and conferences.
- Performs other duties as assigned.

#### **SUPERVISION RESPONSIBILITIES:**

- Assigns, reviews, and delegates work and job responsibilities to designated staff.
- Hires, evaluates, disciplines and develops professional staff.
- Coordinates training, orientations and continuing education of staff.

#### **MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- Bachelor's degree in Urban Planning, Architecture, Civil Engineering or related field.
- Five years of progressive experience in municipal, urban or regional planning or development; two years' in a supervisory capacity.
- Professional Engineer (PE) Licensed in the State of New Mexico **preferred**.
- Experience working with tribal governments 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 applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of department organization, functions, objectives, policies and procedures.
- Knowledge of Computer-Aided Design (CAD) and Geographic Information Systems (GIS) software.
- Knowledge and the ability to prepare maps and material for presentations and reports.
- Knowledge of AIA and EJCDC contract document formats, terminology, and applied use.

- Knowledge of operations, services and activities of a planning or development office, including planning and design, or development, of land use, transportation, community facilities, and utilities.
- Knowledge of the principles of design and construction for both horizontal and vertical projects to include residential, commercial and transportation related development.
- Knowledge of the principles of state, federal, and tribal regulations pertaining to NEPA requirements.
- Knowledge of budget preparation
- Knowledge and ability to review and interpret construction plans.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Skill in supervising, training, and evaluating assigned staff.
- Skill in making effective decisions in emergency situations.
- Ability to interpret applicable federal, state, county and local laws, regulations, and requirements.
- Ability to work various schedules and extended hours.
- Ability to work independently and meet strict time lines.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.
- Ability to create and present effective speeches and presentations.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to establish and maintain professional relationships with the public and co-workers.
- Ability to make solid 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 performed in a typical interior/office environment and in an outdoor environment.
- Exposure to natural weather conditions and various dusts and mists may occur while performing outdoor duties.
- Travel within the Pueblo area is required and working in sensitive and/or hazardous areas is common.
- Noise level is usually moderate.

**PREFERENCE:**

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