



**PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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**VACANCY ANNOUNCEMENT
READVERTISEMENT**

POSTING NO: 115-19

OPENING DATE: 06/26/2019
CLOSING DATE: OPEN UNTIL FILLED
POSTED: WITHIN

POSITION: Ditch Rider
PAY GRADE: NE6 (\$12.70/ph to \$14.92/ph)
FLSA STATUS: Non-Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: POI Funded
DEPARTMENT: Natural Resources
REPORTS TO: Director
BACKGROUND LEVEL: Public Trust

JOB PURPOSE:

Maintains and monitors all agricultural irrigation systems within the Pueblo. Assists with irrigation needs of the Pueblo, in cooperation with Pueblo Of Isleta majordomos, farmers, staff, and the Middle Rio Grande Conservancy District (MRGCD) to include: prompt and adequate delivery of irrigation water; daily visual inspections of both Pueblo and MRGCD irrigation facilities; operation of gates, checks and other structures; assisting with repairs as needed; and overall management and oversight of Pueblo irrigation operations. Must have excellent collaboration and communication skills and knowledge of farming.

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:

- Checks water delivery systems to ensure systems are functioning properly.
- Coordinates with POI majordomos, farmers, and MRGCD ISO's in managing irrigation water and maintaining efficient scheduling.
- For canal headings originating off-reservation, coordinates delivery of water to the Pueblo with MRGCD, considering the needs of both off-reservation and Pueblo irrigation needs and adhering to established schedules.
- Utilizes on-line gauge data to understand and monitor water needs for each irrigation canal.
- In times of water shortages, may participate in water operations meetings with Pueblo staff and leadership, BIA, MRGCD and others, to assist with irrigation scheduling.

Readvertised 07/12/2019

- Maintains a daily log of problems encountered during water delivery.
- Monitors and maintains canals in specified geographic areas through daily visual inspection, cleaning debris from canals, repairing and/or reporting damage.
- Checks for leaks, clogs or any issues that would affect the efficiency of water supply or delivery for irrigation.
- Communicates issues and necessary information to supervisor or other personnel.
- Immediately reports any canal overflow or spillage of water from irrigated lands to supervisor and the MRGCD if on an MRGCD facility.
- Maintains secure (locked) conditions at all headings, check structures, and waste ways to prevent unauthorized operation and tampering.
- Collaboratively resolves issues and concerns regarding water delivery, employing the assistance of POI supervisors, leadership, majordomos, and MRGCD staff as appropriate.
- Responds to emergencies in a timely manner to prevent destruction or damage to private, public and District property. Assists other agency personnel in preventing injury by lowering water levels, opening turnouts and waste ways, closing headings, and redirecting water when necessary.
- Use of hand tools to trim branches and brush when necessary.
- Repairs damages to canal banks using potato hooks, chains, shovels, cables, bar hooks, machetes, chain saws and manure forks.
- Observes safety rules, and ensures and maintains a safe work environment.
- Contributes to a team effort and accomplishes related goals as required.
- Applies Pueblo rules, policies, and procedures in governing water distribution and conservation.
- During irrigation off-season, join the POI irrigation crew and assist with duties as assigned by Rangeland/Irrigation Supervisor.
- Uses cameras, camcorders, or other audiovisual equipment for documentation purposes.
- Drives a variety of vehicles needed for different terrain that may include hazardous roads.
- Operates two way radios and other communications equipment.
- Checks to ensure tools, vehicles and equipment are in proper working order; reports defects and broken parts found on equipment.
- Performs other duties as assigned.
- Reports any malfunctioning equipment to appropriate staff.
- 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.

- High School Diploma/GED.
- Three years' experience in related field
- 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.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledgeable in the safe operation and maintenance of hand tools, power tools, and other equipment.
- Knowledge of irrigation repairs.
- Knowledge of proper safety techniques.
- Concrete experience preferred.
- Ability to exercise independent judgment. Ability to work in the outdoors in extreme weather conditions.
- Ability to troubleshoot agriculture water delivery systems.
- Ability to communicate effectively in the English language both verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to speak Tiwa preferred.
- Ability to understand and follow verbal and written instructions.
- Ability to learn from direct on-the-job experience.

PHYSICAL DEMANDS:

- Work requires ability to stand and walk for up to 10 hours per day.
- Respond to emergencies outside of normal working hours.
- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Work requires extensive lifting, bending, carrying, loading, unloading and transporting equipment and supplies.
- Standing and walking may be on uneven surfaces or unstable ground.
- Requires extensive repetitive use of hands and arms to use tools.
- Position requires frequent lifting of up to 50 lbs while wearing safety equipment.

WORK ENVIRONMENT

- Work is performed in an outside environment.
- Noise level is usually moderate to loud.
- Exposure to natural weather conditions and various dusts and mists may occur while performing outdoor duties.
- Work requires use of safety equipment, safety-toe shoes, goggles, gloves, harnesses, helmet, protective face shields and/or hardhats.
- Travel may be required.
- Evening, weekend or holiday hours may be required.

PREFERENCE:

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