



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

VACANCY ANNOUNCEMENT

POSTING NO: 170-19

OPENING DATE: 09/25/2019

CLOSING DATE: Open Until Filled

POSTED: IN/OUT

POSITION: Transportation Engineer
PAY GRADE: E9 (\$26.52/hr.-\$38.45/hr)
FLSA STATUS: Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: Grant Funded
DEPARTMENT: Transportation
REPORTS TO: Transportation Department Manager
BACKGROUND LEVEL: Public Trust

JOB PURPOSE: Assist the Department Manager (Professional Engineer) and Field Maintenance Crew with delivering a safe and operational transportation system through efficient planning, organization, and management of available resources. Responsible for developing and/or assisting in the development of long range transportation plans; performing in depth reviews of construction plans at various design milestones; performing various inspections of roadway construction projects; and, providing technical assistance with Tribal Roadway Maintenance operations. Provide technical knowledge and insight for maintaining and improving all Transportation assets including roads, highways, bridges, transit systems, and drainage. Ensures compliance with all tribal, federal, state, county, or other regulatory agency laws, ordinances, codes and regulations.

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:

- Deliver outstanding service to coworkers and clients.
- Provide assistance and guidance in the development of Department staff, including technical training.
- Provide and/or oversee the planning, design, construction and maintenance of Tribal and State Roadway projects within the Pueblo.
- Oversee projects and provide inspections of roadway construction completed by Contractors or In-House Maintenance Crew to ensure compliance with all tribal or federal laws, rules, standards and specifications.

- Generate written correspondence to vendors, customers, regulating agencies, contracted Engineering Firm Staff, Pueblo Department and Administration Personnel.
- Prepare and/or review Requests for Proposals (RFP's) for advertisement by Procurement to procure Engineering and Environmental Services, materials and supplies.
- Develop and/or review justifications for sole source purchases.
- Generate performance reporting for progress on grant funding sources.
- Assist with advising Tribal Administration and Tribal Council on issues related to the proposal development, safety and progress of roadway projects.
- Respond to tribal member complaints, concerns, or inquiries regarding Transportation Department related projects and issues.
- Coordinate public meetings to inform the Community Members and the motoring public of Transportation Projects.
- Attend meetings to resolve Transportation Division issues.
- Assist with the development of grant proposals to secure funding for the continuation and expansion of program services.
- Prepare and present reports on the status, activities and plans for current and future operations.
- Keep Manager, leadership and other departments informed of status of Transportation activities by attending meetings and submitting reports.
- Enhance professional growth and development through participation in seminars, educational workshops, classes and conferences.
- Perform other duties as assigned.

SUPERVISION RESPONSIBILITIES:

- No direct supervision required.
- Provide Staff oversight in the absence of the Manager.
- Training other Department and Pueblo Staff as required.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- Bachelor's Degree in Civil Engineering required.
- Professional Engineering License required.
- Seven years total experience in the following areas: roadway planning, design, construction and maintenance.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirement 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:

- Ability to apply engineering principles, practices and methods in the development and management of projects and contract administration.
- General knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- General knowledge of state, tribal and federal statutes, codes, rules, and regulations governing transportation projects.

- Knowledge of roadway and bridge construction and maintenance techniques, and industry standards.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
- Assist Supervising Manager in the oversight and development of constructible designs that comply with standards and specifications requirements and producing deliverable plan sets for various stages of project reviews up to bidding.
- Perform field inspections and investigations as needed, and/or provide oversight of professional Construction Management and construction inspection services under contract with the Pueblo.
- Perform technical data computations, analysis and interpretation as it relates to project design and construction.
- Ability to read, analyze, and understand roadway design and construction plans; and Tribal, State and Federal roadway specifications and standard drawings.
- 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 effectively both verbally and in writing to executive, professional, administrative, technical, and non-technical personnel.
- 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.
- Use of close vision while reading plans, specifications, stand drawings, reports, and other documents.
- May be required to walk, stoop, bend, and reach for periods of time while participating in site inspections.

WORK ENVIRONMENT

- Work is often performed in an indoor setting, but some outdoor work is required in the inspection of various projects and construction sites.
- Exposure to natural weather conditions and various dusts and mists may occur while performing outdoor duties.
- Situations where safety-toe shoes, safety goggles, gloves, or protective face shields are needed may arise.
- Travel within and outside the Pueblo area is required and working in sensitive and/or hazardous areas is common.
- Evening, weekend, and/or holiday work may be required.
- Noise level is usually moderate.

PREFERENCE:

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