



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

POSTING NO: 167-20

OPENING DATE: 11/06/2020

CLOSING DATE: Open Until Filled

POSITION: Shop/Motor Pool Crew Supervisor
PAY GRADE: NE9 (\$23.38/hr. - \$31.57/hr.)
FLSA STATUS: Non-Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: POI Funded
DEPARTMENT: Construction Operations
REPORTS TO: Transportation Services Division Manager
BACKGROUND LEVEL: Public Trust

POSTED: IN/OUT

JOB PURPOSE: Provides support to all Pueblo of Isleta Departments and Divisions in the maintenance and repair of vehicles and heavy equipment to extend the life of said assets. Provides day-to-day direction and supervision of the Vehicle Motor Pool and Equipment Shop, through efficient and effective supervision and management of Staff; fiscally responsible procurement of vehicle and equipment parts and products; And, efficient oversight and direction on all electronic spreadsheets and databases required to track and monitor all shop and motor pool activities.

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, coordinates, and implements all repair and maintenance functions, including but not limited to: Repair and maintenance of light, medium and heavy duty vehicles and equipment.
- Makes recommendations on ways to expedite work or solve problems.
- Checks work order system for the planning of daily operations.
- Oversees and directs the purchasing of shop supplies and equipment for technicians and shop.
- Performs inspections on equipment; orders parts that are needed for the repair and maintenance of light to heavy duty equipment.
- Obtains quotes from vendors and submits purchase requests for parts or supplies that are

needed.

- Meets with vendors to find new and cost efficient ways to maintain vehicles and equipment for daily operations.
- Performs equipment and vehicle services as required to meet required levels of productivity.
- Hosts regular staff meetings to ensure communication among staff regarding Crew, Division and Department related activities; conducts safety meetings with technicians.
- Ensures that all functions operate in a manner that is safe for all employees and the public.
- Maintains and ensures expenditures are within budget.
- Keeps Division Manager and other POI Staff informed of status of Crew activities by attending meetings and submitting reports.
- Enhances professional growth and development through participation in seminars, educational workshops, classes and conferences.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES:

- Supervises Shop and Motor Pool Staff; provides coaching, counseling, training and feedback to employees; assigns, reviews, and delegates work and job responsibilities to designated staff.
- Assists in hiring, evaluating, disciplining, and developing support staff.
- Performs annual performance evaluations of all direct reports.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- High School Diploma/GED.
- Trade school certification/degree in related field.
- Two years supervisory experience in related field.
- Three years' experience working on heavy equipment.
- Three years' experience working on passenger vehicles.
- Valid New Mexico driver's license Class A CDL.
- First Aid/CPR certification, preferred but not required.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligible insurance.
- Must pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

KNOWLEDGE, SKILLS AND ABILITIES REQUIREMENTS:

- Knowledge of applicable federal, state, county and local laws, regulations, and requirements pertaining to commercial vehicles.
- Considerable knowledge of the shop organization and operations of the work area.
- Knowledge of the instructions, guidelines, practices, procedures, and terminology of the shop work area.
- Knowledge of supervisory techniques.
- Knowledge of the standard practices, materials, tools, and equipment used in the repair and fabrication of heavy equipment.
- Knowledge of body and frame construction of all types of vehicles and equipment.
- Knowledge of office procedures.

- Ability to read diagrams, schematics, blueprints, and reference manuals online, USB's, CD's and by book.
- Ability to instruct and supervise the disassembly and assembly of engines and parts.
- Ability to monitor and evaluate problems and organizational performance in order to assess efficiency and effectiveness.
- Ability to instruct and supervise the disassembly and assembly of engines and parts.
- Ability to communicate effectively with others, both verbally and in writing.
- Knowledge of department organization, functions, objectives, policies and procedures.
- Knowledge of Federal, State and local transportation safety codes in regard to proper flagging, towing procedures, height, weight, and width of the load.
- Skilled in the operation of various vehicles ranging from one-ton trucks to tractor-trailer rigs with various speed and gear ranges.
- Skill in the operating procedures of a great variety of heavy duty equipment including scraper, front end loader, dozer, grader, backhoe, crack sealer, paint stripper, smooth drum and pneumatic roller, sweepers, as well as the purposes and limitations of a greater variety of attachments.
- Skill in making effective decisions in emergency situations.
- Skill in using heavy equipment, hand and power tools.
- Ability to use work order software.
- Ability to anticipate, recognize and evaluate hazardous conditions, as well as develop hazard and safety control methods.
- Ability to work independently and meet strict time lines.
- Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability establish and maintain professional relationships with the public and co-workers.
- Ability to make solid decisions and exercise independent judgment.

PHYSICAL DEMANDS:

- Talk, hear, stoop, bend; kneeling, climbing; use hands to handle objects, equipment, controls and reach with arms and hands; carry equipment and supplies.
- Considerable physical activity; heavy physical work; heavy moving, lifting, pushing, or pulling of objects is a primary part of the job.
- Position requires ability to lift 100 lbs.
- Noise level is usually high.

WORK ENVIRONMENT:

- Work is performed in an indoor environment (computer work and vehicle/equipment servicing) with occasional work in an outdoor environment.
- May be required to work in confined spaces.
- Exposure to fumes, chemicals and other noxious odors, vehicle exhaust, jolting, shaking, vibrations and noise while performing duties.
- 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 the Pueblo area is required and working in a sensitive and/or hazardous areas is common.
- Evening, weekend, and/or holiday work will be required.

PREFERENCE:

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