



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

**POSTING NO: 063-21**

**OPENING DATE: 04/29/2021**

**CLOSING DATE: 05/13/2021**

**POSITION:** Bosque Restoration Crew Supervisor **POSTED:** IN/OUT  
**PAY GRADE:** NE8 (\$21.26/hr. - \$28.70/hr.)  
**FLSA STATUS:** Non-Exempt  
**POSITION TYPE:** Full-Time  
**FUNDING SOURCE:** Grant Funded  
**DEPARTMENT:** Water Resources  
**REPORTS TO:** Bosque and Riverine Restoration Manager  
**BACKGROUND LEVEL:** Public Trust

**JOB PURPOSE:** Oversees on-the-ground implementation of multiple restoration initiatives within the Isleta Bosque and Riverine (B&R) areas with a focus on eradicating invasive species, re-vegetation with native species, and improving wildlife habitat.

*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:**

- Oversees the implementation of the B&R Projects; assists Bosque restoration manager to develop goals and objectives to ensure progress in accordance with applicable tribal and federal laws, rules, and regulations.
- Works with the Water Resources Department staff and Bosque Restoration Manager to implement the Bosque and Riverine Restoration Plan (B&R) monitoring and management efforts.
- Supervises field crew and ensures proper implementation of B&R plan and associated activities.
- Provides daily and weekly progress updates to B&R Manager.
- Oversees and ensures the safety of restoration activities.
- Assesses safety issues and needs; maintains a safe working environment.
- Helps to develop and conduct training for restoration activities to meet goals and objectives.

- Supports B&R Manager to ensure that contractor(s) involved in Bosque and Riverine Restoration activities deliver results agreed upon in contract.
- Assists B&R Manager with developing and coordinating training for restoration program staff to build internal capacity for long-term management.
- Assists B&R Manager with completion of grant deliverables, reporting, financial accountability, and work plan development.
- Maintains certifications and credentials related to the position that include mandatory annual training.
- Assists B&R Manager to keep leadership and other departments informed of the status of department activities by attending meetings and submitting reports.
- Performs employee job performance evaluations.
- Maintains confidentiality of all privileged information and data.
- Performs other duties as assigned.

**SUPERVISION RESPONSIBILITIES:**

- Supervises B&R Restoration Technician activities.
- Assigns, reviews, and delegates work and job responsibilities to designated staff.
- Assists B&R Manager with hiring, evaluating, disciplining, and developing B&R Technician roles and responsibilities.
- Coordinates training, orientations, and continuing education of staff.

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- High school Diploma or GED.
- Three (3) years' experience supervising field crews.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Must pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

**KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:**

- Knowledge of Pueblo of Isleta customs and culture.
- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of methods, techniques and practices appropriate to Bosque and river ecological restoration programs.
- Knowledge of mechanical principles relative to the removal and eradication of invasive species.
- Ability to identify native and invasive flora.
- Ability to obtain an herbicide applicators license.
- Ability to operate heavy machinery i.e. backhoe or skid steer.
- Ability to learn ecological monitoring procedures, terminology, and equipment.
- Ability to learn the principles of environmental conservation and management related to ecosystem restoration.
- Ability to safely mix and use herbicide in variable application setting.

- Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.
- Ability to work safely in adverse conditions, with a wide variety of hand and power tools.
- Ability to create and present effective speeches and presentations.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to pass a physical fitness test.
- Ability to establish and maintain professional relationships with the public and co-workers.

**PHYSICAL DEMANDS:**

- Walking through and implementing ecological field work in areas of dense floodplain vegetation and a riverine environment prone to seasonal flooding.
- Position requires ability to lift 50 lbs.
- 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.

**WORK ENVIRONMENT:**

- Vast majority of work is conducted in outdoor settings.
- Exposure to climatic elements typical of southwestern U.S., including high summer temperatures and cold winters.
- Situations where safety-toe shoes, safety goggles, gloves, or snake gaters are needed may occur.
- Travel within the Pueblo is required and working in culturally sensitive areas is common.

**PREFERENCE:**

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