



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

POSTING NO: 054-21

OPENING DATE: 04/19/2021

CLOSING DATE: 05/03/2021

POSTED: IN/OUT

POSITION: Water Resources Specialist
PAY GRADE: E7 (\$24.11/hr. - \$34.96/hr.)
FLSA STATUS: Exempt
POSITION TYPE: Full-Time
FUNDING SOURCE: Grant Funded
DEPARTMENT: Water Resources
REPORTS TO: Water Resources Manager
BACKGROUND LEVEL: Public Trust

JOB PURPOSE: Assists with water resources protection by participating in regional water resources management activities, monitoring and requesting irrigation water deliveries, and water resource-related project implementation and management. Keeps informed of water quality monitoring on Isleta Pueblo (including groundwater, surface water, public water supply, and wastewater). Documents and evaluates off-pueblo threats to the Pueblo's water resources.

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:

- Coordinate with federal, state, local and Isleta personnel on matters related to the water resource protection for the Pueblo of Isleta.
- Assist the Water Resources Manager with implementation of the Isleta Diversion Dam Settlement Agreement.
- Assist the Water Resources Manager with implementation of water resources projects under the Pueblo of Isleta Settlement and Natural Resources Restoration Act (Mismanagement) of 2006.
- Assist with the Pueblo's water resource protection efforts related to water rights, calls for water, protests, water rights management, and water planning.
- Assist with water resource conservation projects on the Pueblo and educational outreach among the Pueblo community.

- Research Isleta's historical water uses and prepare reports for use by Isleta Water Commission, Tribal Council, legal counsel, and pertinent federal agencies in water rights determinations.
- Coordinates efforts to ensure that Isleta's agricultural lands receive adequate irrigation water throughout the season.
- Assists in the preparation and deployment of Global Positioning System equipment, Geographic Information System mapping, and Ortho-photographic documentation of existing Pueblo wells, hydrographic surveys, and irrigation infrastructure.
- Prepares work plans and/or scopes of work in coordination with appropriate Department Managers for well-drilling services.
- Meet at appropriate times (quarterly, on- and off-season, annually, as needed) with each majordomo to define tasks and establish priorities for irrigation O&M and betterment (not just List A facilities). Assist Department Manager in overseeing contracted and MRGCD irrigation infrastructure work.
- Monitors flows in Rio Grande and MRGCD system both visually and via available gauges, compiles data as needed, and notifies Department Manager and/or MRGCD if water delivery adjustments are needed.
- Works with Six MRG Pueblo the Bureau of Indian Affairs, its Designated Engineer, and the Coalition of Six Middle Rio Grande Basin Pueblos on the Operation Maintenance & Betterment contract, irrigation deliveries, and other matters brought before the Coalition.
- Maintains professional and technical knowledge of Isleta Pueblo and regional water issues.
- Attends meetings of the MRGESCP (Middle Rio Grande Endangered Species Collaborative program), MRGCD Board, and others as directed.
- May assist Environment Division staff with the collection and preparation of water and other environmental samples according to the Pueblo's approved Quality Assurance Project Plan.
- Collects and analyzes hydrologic and water chemistry data and information.
- May assist Environment or Utilities Division staff with performing standardized field tests such as pH, fluoride, chlorine residual, hardness, dissolved oxygen, ambient air temperature and water temperature.
- May assist Department Manager and other staff in the preparation of technical exhibits for presentation to Tribal Administration, Tribal Council and court proceedings or hearings.
- Assists the Department Manager in identifying and securing additional funding and grant monies for continuation and expansion of the Water Resources Department.
- Maintains confidential information and is always respectful of Isleta tradition and customs
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- Bachelor's Degree in Geology, Natural Resource Management, Environmental Science or related field.
- Five (5) years' work experience in water resources, water development, or hydrology.
- Comprehensive knowledge of water conservation policy, practice, methodology and technology.

- 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 and ability to understand Federal, State, Tribal and local laws, rules, regulations, policy, doctrines, and practices that pertain to tribal water resources management.
- Knowledge of the techniques, methods and devices used to obtain environmental samples for analyses.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Skill in operating word-processing, spreadsheets, Piezometer, GIS software and database software programs.
- Skill in preparing, reviewing, and analyzing operational and technical reports.
- Ability to interact, establish, and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to understand hydrologic modeling
- Ability to work with GPS and water sampling equipment.
- Ability to handle multiple tasks and meet deadlines.
- Ability to work independently with minimal supervision in order to meet deadlines.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to create and present effective presentations.
- Ability to make sound 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 occasionally performed outdoors.
- Exposure to natural weather conditions and various dusts and mists may occur while performing outdoor duties.
- Situations where safety-toe shoes, gloves, protective face shield, or personal flotation device are needed may occur.
- Travel within the Pueblo area is required and working in sensitive and/or hazardous areas is common.

PREFERENCE:

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