



**PUEBLO OF ISLETA**  
**HUMAN RESOURCES DEPARTMENT**  
**P.O. BOX 1270, ISLETA, NM 87022**  
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**VACANCY ANNOUNCEMENT**

**POSTING NO: 210-21**

**OPENING DATE: 11/19/2021**

**CLOSING DATE: Open Until Filled**

**POSTED: IN/OUT**

**POSITION:** Construction Foreman  
**PAY GRADE:** HA10 (\$25.72/hr. - \$34.73/hr.)  
**FLSA STATUS:** Non-Exempt  
**POSITION TYPE:** Full Time  
**FUNDING SOURCE:** POI/Grant Funded  
**DEPARTMENT:** Isleta Pueblo Housing Authority  
**REPORTS TO:** Construction Superintendent  
**BACKGROUND LEVEL:** Child/Elder

**JOB PURPOSE:** Performs and oversees renovation tasks. This requires the supervision and direction of crews as well as coordination with subcontractors.

*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:**

- Assures the completion of construction projects within time schedules and budget requirements.
- Assists with the needs assessments for all construction projects, supplementary cost estimates and reviews, for justification, any and all shop drawings and scope of work submittals for the program.
- Receives work orders and assures they are completed.
- Prepares and maintains records and files of reports as required.
- Designs and constructs building modifications as necessary.
- Coordinates with contractors on construction projects.
- Maintains inventory of supplies and equipment.
- Keeps all supplies and equipment in a safe and well-controlled area.
- Maintains current working knowledge of trends in construction and maintenance.
- Attends regular staff meetings as needed.
- Willing to attend seminars, educational workshops, classes and conferences.
- Performs other duties as assigned.

**SUPERVISION RESPONSIBILITIES:**

- Supervises trades personnel in the Housing Authority; provides coaching, counseling, training and feedback to employees; assigns, reviews, and delegates work and job responsibilities to designated staff.
- Assists in hiring and developing technical staff.
- Evaluates and disciplines staff.

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- Five years construction experience. One year in a supervisory capacity.
- 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 supervisory techniques, of building repair techniques including painting, carpentry, and furnace operation; of blueprints and sketches; of power and manual tools; of safety regulations; of agency policies and procedures; of light and heavy duty equipment.
- Knowledge of business English, proper spelling, grammar, and punctuation, and basic arithmetic.
- Knowledge of electrical, utility, mechanical, and plumbing trades.
- Knowledge of building codes.
- Skill in planning, organizing, and supervising construction projects.
- Skill in operating business computers and office machines, including word-processing, spreadsheets, and database software programs.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
- Skill in supervising, training, and evaluating assigned staff.
- Ability to read and interpret blueprints.
- Ability to communicate effectively in the English language, both verbally and in writing.
- Ability to maintain confidentiality.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds, employees, and officials.
- Ability to work efficiently under stressful conditions, makes solid decisions, and exercise independent judgment.
- Ability to handle multiple tasks and meet strict deadlines.

**PHYSICAL DEMANDS:**

- Work involves a significant amount of standing, walking, bending, kneeling and or crouching.
- Work involves using hands to handle objects, equipment, controls and reach with arms and hands.
- Work involves climbing and balancing.
- Position requires frequent lifting and carrying items up to 50 lbs.

**WORK ENVIRONMENT:**

- Work is performed indoors and outdoors.
- Noise level is usually minimal indoors and loud in construction sites.
- Exposure to environmental conditions such as weather conditions, dust, mists, insects, fumes, etc. may occur.
- Exposure to chemicals may occur.
- Work requires use of safety equipment, safety-toe shoes, goggles, gloves, harnesses, helmet, protective face shields and/or hardhats.
- Evening, weekend, and emergency work may be required.
- Travel may be required.

**PREFERENCE:**

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