



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

POSTING NO: 065-22

OPENING DATE: 04/14/2022

CLOSING DATE: Open Until Filled

POSTED: IN/OUT

POSITION: Water Resource Manager
PAY GRADE: E9 (\$29.17/hr. - \$42.30/hr.)
FLSA STATUS: Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: POI Funded
DEPARTMENT: Natural Resources
REPORTS TO: Natural Resources Director
BACKGROUND LEVEL: Public Trust

JOB PURPOSE: Responsible for water resource protection and development and other water-related projects for the Pueblo of Isleta; including inventorying the Pueblo's water resources, assessing current and future needs, improving irrigation infrastructure, expanding irrigated agriculture and developing ground and surface water. The position will provide oversight to improve the health of the Pueblo's bosque by assessing ESA related issues and opportunities, and assisting in developing and managing habitat restoration projects.

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:

- Oversee the Pueblo's efforts to protect and develop its water resources, to promote the sustainable use of water resources by the Pueblo, and to develop/maximize the Pueblo's water rights.
- Manage Water Resources Department projects that will assist the Tribal Council and Governor in developing appropriate water resource (both surface and ground water) policies, plans, programs and projects to protect the Pueblo's water resources from depletion or degradation. Develop and implement projects and measures to: 1) protect and improve irrigation infrastructure, including the Isleta Diversion dam, serving Pueblo lands; 2) restore the productivity of Pueblo lands that suffer from water logging; 3) protect and improve the Rio Grande and riparian ecosystems within the Pueblo, including projects to be

developed and funded by the federal government to address problems with sediment deposits.

- Work with other divisions within the Natural Resource Department to implement landscape level projects to restore watersheds, improve water quality, and protect federal water rights and riparian values.
- Oversee Proper Functioning Condition and other riparian assessment strategies.
- Coordinates, collaborates and works with the Bureau of Indian Affairs (BIA), the Six Middle Rio Grande Pueblo Coalition and other federal and state agencies on water-related issues and projects.
- Work with the Governor, Tribal Council, legal counsel, Water Work Group, and any water rights committee that may be established by the Tribal Council, to develop the Pueblo's water claims and to have the Pueblo's water rights quantified on the most favorable terms reasonably obtainable.
- Identifies and implements improvements and efficiencies to the water program.
- Inform leadership and other Pueblo departments of the status of department project activities by attending meetings and submitting reports.
- Oversee and manage Water Resource Department staff and contractors.
- Works with the team to develop recommendations regarding operation procedures, staffing, budget, equipment and other requirements to effectively accomplish the mission of the Pueblo.
- Develop appropriate and achievable goals and objectives to ensure project progress and determine methodologies in achieving work goals and objectives.
- Make recommendations to the Tribal Council and Governor on appropriate measures to protect and improve water quality and quantity.
- Keep track of and maintain budget spreadsheets, and prepare quarterly performance reports for various grants and funding agencies.
- Identify and secure additional funding and grant monies for continuation and expansion of the Water Resources Department.
- Monitors flows in Rio Grande and MRGCD system both visually and via available gauges, compiles data as needed, and/or MRGCD if water delivery adjustments are needed.
- Collects and analyzes hydrologic and water chemistry data and information.
- May assist other Departments and staff with performing standardized field tests such as pH, fluoride, chlorine residual, hardness, dissolved oxygen, ambient air temperature and water temperature.
- 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.
- Develop, in close coordination with WRD staff, a long-term climate-resilient water resource protection strategy.

SUPERVISION RESPONSIBILITIES:

- Supervises Water Resource Specialist and Irrigation Supervisor's activities.
- Assigns, reviews, and delegates work and job responsibilities to designated staff.
- Hire, evaluate, discipline and develop professional staff roles and responsibilities.

- Coordinates training, orientations, and continuing education of staff.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- Bachelor's degree in Water Resources Management or Planning, Hydrology, Engineering, Chemistry, Geology, or related Natural Resources field.
- Five (5) years of management experience directly related to Water Resources.
- Experience with PL 93-638 self-determination contracting.
- 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 relevant laws and policies on or affecting the Pueblo's water, water rights and lands.
- Knowledge of relevant natural sciences, hydrology, and watershed management principles.
- Ability to understand complex environmental technical and legal reports.
- Knowledge of the principles and techniques used in environmental assessment and analyses.
- Knowledge of relevant state and federal laws related to water resources and water-related work (such as EPA Water Quality Standards, Clean Water Act Programs (NPDES Section 401/404), Bosque Restoration and Wetland Delineation Programs and discharge requirements.)
- Skill in GIS and GPS systems and other inventory and mapping tools utilizing geospatial data.
- Skill with MS software including Windows XP, Word, Excel, PowerPoint, Outlook and Internet Explorer.
- Ability to effectively work and communicate with tribal leadership and staff, the MRGCD, federal, state, and local representatives, and with other outside entities that are involved in water issues.
- Ability to work independently, with minimal supervision.
- Ability to write successful grant applications and manage resources within a budget and timeframe.
- Ability to navigate through complex permitting, compliance, and legal policies and procedures.
- Ability to maintain confidentiality.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to handle multiple tasks and meet deadlines.
- Ability to 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 performed in a typical interior/office and outdoor environment.
- Exposure to natural weather conditions and various dusts and mists may occur while performing outdoor duties.
- Situations where safety-toe shoes, gloves, or protective face shields are needed may occur.
- Travel within the Pueblo area is required and working in sensitive and/or hazardous areas is common.
- Noise level is usually minimal.

PREFERENCE:

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