



**PUEBLO OF ISLETA**  
**HUMAN RESOURCES DEPARTMENT**  
**P.O. BOX 1270, ISLETA, NM 87022**  
**PHONE: (505) 869-7584 FAX: (505) 869-7579**  
**EMAIL: [poiemployment@isletapueblo.com](mailto:poiemployment@isletapueblo.com)**

### **VACANCY ANNOUNCEMENT**

**POSTING NO: 135-22**

**OPENING DATE: 09/06/2022**

**CLOSING DATE: Open Until Filled**

**POSITION:** Irrigation Supervisor  
**PAY GRADE:** E8 (\$26.52/hr. - \$38.46/hr.)  
**FLSA STATUS:** Exempt  
**POSITION TYPE:** Full Time  
**FUNDING SOURCE:** POI Funded  
**DEPARTMENT:** Natural Resources  
**REPORTS TO:** Water Resources Manager  
**BACKGROUND LEVEL:** Public Trust

**POSTED: IN/OUT**

**JOB PURPOSE:** Supervises all aspects of the agricultural irrigation systems within the Pueblo of Isleta (POI). Oversees irrigation operations in cooperation with POI Water Resources, majordomos, farmers, the middle Rio Grande Conservancy District (MRGCD), and Bureau of Indian Affairs (BIA) to include: daily visual inspections of both Pueblo and MRGCD irrigation conveyances, facilities gates and checks operation, and other structures for proper irrigation water management; maintenance and repairs; overall management and oversight of Pueblo irrigation operations.

*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:**

- Manages the water delivery systems to ensure timely, efficient, and adequate delivery of irrigation water and assists in the repair and maintenance of water delivery infrastructure.
- Oversees the coordination with POI staff and leadership, majordomos, farmers, MRGCD Irrigation System Operators (ISO), and others in managing irrigation water and maintaining efficient operations.
- Assists with gathering data for grant applications, writing grants, and overseeing existing and potential grants for continuation and expansion of program services.
- Represents the division to external agencies, organizations, and individuals in all matters regarding delivery of irrigation waters and establishes relationships with programs of common interest.

- Prepares and presents reports on status, activities and plans for current and future operations.
- Supervises daily operations of irrigation technicians.
- Participates as necessary in water operations meetings with Pueblo staff and leadership, BIA, MRGCD and others, to assist with irrigation operations.
- Responds to emergencies in a timely manner to prevent destruction or damage to private, public and District property. Assists other agency personnel in preventing injury by lowering water levels, opening turnouts and waste ways, closing headings, and redirecting water when necessary.
  
- Operates tractors, backhoes, brush hogs, sprayers and other equipment used to ensure efficiencies in irrigation water systems.
- For canal headings originating off-reservation, coordinates delivery of water to the Pueblo with MRGCD, considering the needs of both off-reservation and Pueblo irrigation needs and adhering to established schedules.
- Utilizes on-line gauge data to understand and monitor water needs for each irrigation canal.
- Maintains a daily log of problems encountered during water delivery and provide weekly written activities report.
- Monitors and maintains canals in specified geographic areas through daily visual inspection, cleaning debris from canals, repairing and/or reporting damage.
- Immediately reports any canal overflow or spillage of water from irrigated lands to supervisor and the MRGCD if on an MRGCD facility.
- Apply herbicides as need in irrigation systems.
- Collaboratively resolves issues and concerns regarding water delivery, employing the assistance of POI supervisors, leadership, majordomos, and MRGCD staff as appropriate.
- Observes safety rules, and ensures and maintains a safe work environment.
- Contributes to a team effort and accomplishes related goals as required.
- Applies Pueblo rules, policies, and procedures in governing water distribution and conservation.
- Enhances professional growth and development through participation in seminars, educational workshops, classes and conferences.
- Uses cameras, camcorders, or other audiovisual equipment for documentation purposes.
- Drives a variety of vehicles needed for different terrain that may include hazardous roads.
- Reports any damages or problems beyond department's capability to immediate supervisor.
- Checks to ensure tools, vehicles and equipment are in proper working order; reports defects and broken parts found on equipment.
- Reports any malfunctioning equipment to appropriate staff.
- Performs other duties as assigned.

**SUPERVISION RESPONSIBILITIES:**

- Manages Irrigation technicians; provides coaching, counseling and feedback to employees.
- Assigns, reviews, and delegates work and job responsibilities to designated staff and is responsible for establishing employee standards.
- Hires, evaluates, disciplines and develops professional staff.
- Ensures necessary training, orientations and continuing education are provided to staff.

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- Bachelor's Degree in Natural Resources Management or related field.
- Five years' progressive work experience in natural resources program management including two years in supervisory capacity. Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Valid applicators licenses or be able to obtain.
- Must pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.
- Employment will be contingent upon the successful completion of a physical examination and meeting the physical standards required to perform job tasks.

**KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:**

- Knowledge of farming.
- Knowledgeable in the geographic location and names of ditches, canals, waste ways and laterals.
- Knowledge of irrigation practices; gravity flow open ditch systems; water flow measurement.
- Knowledgeable in irrigation repairs.
- Knowledge of basic mathematics.
- Knowledge of construction techniques, carpentry, and concrete work experience.
- Knowledgeable in the safe operation and maintenance of hand tools, power tools, and other equipment.
- Knowledge or proper safety techniques.
- Skill in operating various word-processing, spreadsheets, presentation and database software programs in a Windows environment.
- Must have excellent collaboration and communication skills.
- Ability to understand and follow verbal and written instructions.
- Ability to exercise independent judgment.
- Ability to work in the outdoors in extreme weather conditions.
- Ability to use various types of machinery.
- Ability to troubleshoot irrigation water delivery systems.
- Ability to communicate effectively in the English language both verbally and in writing.
- Ability to establish and maintain professional relationship with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to speak Tiwa preferred.
- Ability to learn from direct on-the-job experience.

**PHYSICAL DEMANDS:**

- Work requires ability to stand and walk for up to 10 hours per day.
- Respond to emergencies outside of normal working hours.
- Talk, hear, smell, sit, stand, balance, stoop, kneel, crouch, or crawl; repetitive use of hands to handle objects, equipment controls, use tools, and reach with arms and hands.
- Work requires extensive lifting, bending, carrying, loading, loading and transporting equipment and supplies.
- Standing and walking may be on uneven surfaces or unstable ground.
- Requires extensive repetitive use of hands and arms to use tools.

- Position requires frequent lifting of up to 100 lbs. while wearing safety equipment.

**WORK ENVIRONMENT:**

- Work is performed in an outside environment.
- Noise level is usually moderate to loud.
- Exposure to natural weather conditions and various dusts and mists may occur while performing outdoor duties.
- Work requires use of safety equipment, safety-toe shoes, goggles, gloves, harnesses, helmet, protective face shields and/or hardhats.
- Travel within and off the reservation is required for completing work orders and working in sensitive and/or hazardous areas is common.
- Evening, weekend or holiday hours may be required.

**PREFERENCE:**

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