



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

POSTING NO: 189-22

OPENING DATE: 12/16/2022

CLOSING DATE: Open Until Filled

POSITION: Roadway Maintenance Crew Supervisor **POSTED: IN/OUT**
PAY GRADE: NE8 (\$21.26/hr. - \$28.70/hr.)
FLSA STATUS: Non-Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: POI Funded
DEPARTMENT: Construction Operations
REPORTS TO: Transportation Services Division Manager
BACKGROUND LEVEL: Public Trust

JOB PURPOSE: Provides supervision to the Roadway Maintenance Workers and Maintenance/Groundskeeper Crew to ensure the completion of road maintenance work in a timely and efficient manner as well as the safe and proper operation of equipment and road maintenance operations. Provides assistance to all Public Services departments in heavy equipment 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:

- Plans, coordinates, and implements all road maintenance functions, including but not limited to: grading, watering, paving, patching, rolling earth and compacting soils.
- Makes recommendations on ways to expedite work or solve problems.
- Checks work order system for the planning of daily operations.
- Maintains and purchases shop supplies and equipment for mechanic and garage.
- Performs inspections on equipment; orders parts that are needed and ensures that staff routinely services equipment.
- Obtains quotes from vendors and submits purchase requests for parts or supplies that are needed.
- Meets with vendors to find new and cost efficient ways to maintain equipment and daily operations.

- Provides services normally delivered by subordinate staff, particularly in coverage situations.
- Coordinates projects requiring heavy equipment with Natural Resources, Solid Waste, Utilities, or other departments as requested.
- Hosts regular staff meetings to ensure communication among staff regarding department related activities; conducts safety meetings with operators.
- Ensures that all functions operate in a manner that is safe for all employees and the public.
- Works closely with the Planning Department on future development of roadways and infrastructure within the Pueblo.
- Attends meetings with BIA and NMDOT to provide feedback that directly effects the roads department or the Pueblo Isleta as a whole.
- Maintains and ensures expenditures are within budget.
- Maintains current working knowledge of trends in public road maintenance.
- Keeps leadership and other departments informed of status of department activities by attending meetings and submitting reports.
- Enhances professional growth and development through participation in seminars, educational workshops, classes and conferences.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES:

- Supervises Heavy Equipment Operators and Maintenance Crews in the provision of road maintenance and safety; provides coaching, counseling, training and feedback to employees; assigns, reviews, and delegates work and job responsibilities to designated staff.
- Assists in hiring, evaluating, disciplining, and developing support staff.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- High School Diploma/GED.
- Five years' experience in operating heavy equipment with one year supervisory experience.
- Valid New Mexico CDL Class A driver's license with tanker endorsement.
- Experience and certifications in all of the following seven (7) equipment types: loader, backhoe, dozer, sweeper, mower, roller, grader (Advanced).
- First Aid/CPR certification.
- HAZWOPER Certification.
- 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 applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of department organization, functions, objectives, policies and procedures.
- Knowledge of Federal, State and local transportation safety codes in regard to proper flagging, towing procedures, height, weight, and width of the load.

- Knowledge of the methods and techniques of road construction and maintenance work, including an in depth knowledge of a variety of soil compositions and properties due to the increased complexity associated with operating equipment on all types of terrain.
- Skill in supervising, training, and evaluating assigned staff.
- Skilled in the operation of various vehicles ranging from one-ton trucks to tractor-trailer rigs with various speed and gear ranges.
- Skill in the operating procedures of a great variety of heavy duty equipment including scraper, front end loader, dozer, grader, backhoe, crack sealer, paint stripper, smooth drum and pneumatic roller, sweepers, as well as the purposes and limitations of a greater variety of attachments.
- Skill in making effective decisions in emergency situations.
- Skill in using heavy equipment, hand and power tools.
- Ability to determine proper vehicle to accomplish various jobs considering such factors such as size, weight, road conditions and distance.
- Ability to complete required reports and utilized routine tools in maintenance of equipment.
- Ability to use HOTSOS software.
- Ability to anticipate, recognize and evaluate hazardous conditions, as well as develop hazard and safety control methods.
- Ability to interpret applicable federal, state, county and local laws, regulations, and requirements.
- Ability to work independently and meet strict time lines.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to establish and maintain professional relationships with the public and co-workers.
- Ability to make solid decisions and exercise independent judgment.

PHYSICAL DEMANDS:

- Talk, hear, stoop, bend; kneeling, climbing; use hands to handle objects, equipment, controls and reach with arms and hands; carry equipment and supplies.
- Considerable physical activity; heavy physical work; heavy moving, lifting, pushing, or pulling of objects is a primary part of the job.
- Position requires ability to lift 100 lbs.
- Noise level is usually high.

WORK ENVIRONMENT:

- Work is performed in an indoor environment and occasionally outdoor environment or vehicle.
- May be required to work in confined spaces.
- Exposure to fumes, chemicals and other noxious odors, vehicle exhaust, jolting, shaking, vibrations and noise while performing duties.
- Exposure to natural weather conditions and various dusts and mists may occur while performing outdoor duties.

- Situations where safety-toe shoes, safety goggles, gloves, or protective face shields are needed may arise.
- Travel within the Pueblo area is required and working in sensitive and/or hazardous areas is common.
- Evening, weekend, and/or holiday work will be required.

PREFERENCE:

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