



**PUEBLO OF ISLETA**  
**HUMAN RESOURCES DEPARTMENT**  
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**VACANCY ANNOUNCEMENT**

**POSTING NO: 021-23**

**OPENING DATE: 01/20/2023**

**CLOSING DATE: 02/03/2023**

**POSTED: IN/OUT**

**POSITION:** Broadband Director  
**PAY GRADE:** E12 (\$38.83/hr. - \$56.30/hr.)  
**FLSA STATUS:** Exempt  
**POSITION TYPE:** Full Time  
**FUNDING SOURCE:** Grant Funded  
**DEPARTMENT:** Tribal Administration  
**REPORTS TO:** Governor  
**BACKGROUND LEVEL:** Child/Elder

The Pueblo of Isleta is looking for a project manager professional who has experience managing all aspects of and delivering multi-faceted telecommunications and construction projects.

**JOB PURPOSE:**

The right candidate will be primarily responsible for the effective management of the Pueblo of Isleta's multi-year, Fiber-To-The-Premise (FTTP) project and associated budgets and schedules, including coordinating all deliverables and requirements of the entire cross-functional project team. The Project Manager will manage a team of contractors, subcontractors, engineering teams, construction managers, regulatory filings, permitting inspectors, and equipment vendors to ensure the FTTP project is engineered, permitted, safely constructed, and completed on time and within budgeted goals. The Project Manager will ensure that the POI and stakeholders are aware of any issues that will impact timely project completion or cost, and pro-actively seek to identify and communicate any schedule and budget risks and solutions. The Project Manager will ensure grant compliance, submitting timely and complete grant reports, budget amendments, and fulfilling other programmatic criteria required by the grantor.

*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.*

**ESSENTIAL JOB FUNCTIONS:**

- Track project progress and ensure that project complies with all grant requirements

- Regularly submit grant reports in compliance with the processes, templates, timelines, and other requirements of the grantor
- Serve as liaison between the Pueblo of Isleta and the grantor
- Communicate with Federal, City, County, State, and Tribal government regulatory and agency officials to facilitate the fiber broadband deployment
- Identify, prepare, and submit any documentation required by the National Telecommunications and Information Administration (“NTIA”) and the Department of Commerce
- Interact with the State of New Mexico, the County, federal entities, and other Governmental Regulatory Agencies with respect to the Infrastructure Investment and Jobs Act (“IIJA”)
- Regularly report to the POI Tribal Council, the POI Governor and Lieutenant Governors, POI Grants and Contracts Management, and POI Legal Department
- Work closely with those in charge of Grant Management to ensure that Grant Funds are accounted for and spent in compliance with Federal Funding requirements
- Coordinate with engineering contractor and staff to prepare, submit, track, and obtain all necessary permits
- Ensure project is built according to approved, engineered design plans and adhering to current contracts, SOW’s, and all regulatory requirements with respect to fiber network, tower construction and soils report analysis
- Engage with all contractors and subcontractors at the POI project level of the FTTP network, in close coordination with the POI program team, Governor’s Office, and Tribal Council: weekly with contractors and subcontractors and twice a month with respect to the Governor’s Office and Tribal Council reporting
- Ensure all production data from the field is compiled, reported accurately, and approved by POI through joint review with POI, managed staff, contractors, and subcontractors
- Keep projects on budget and on program scheduling timeframes, including monitoring contractors and identifying and meeting milestones
- Coordinate safety program with assigned contractors, subcontractors, and POI staff to adhere to OSHA and other safety requirements
- Coordinate build with assigned contractors, subcontractors, and POI staff to ensure adherence to all federal and local environmental regulations
- Monitor, manage, and report finance goals and compliance with Department of Commerce per POI Grant, in conjunction with those in charge of Grant Management
- Review and maintain POI program schedules with assistance of contractors, subcontractors, and POI team
- Manage project procurement and supply chain and communicate with POI to keep stakeholders apprised of materials backlogs, if any
- Coordinate POI project kickoff
- Ensure qualification of field personnel and management
- Coordinate with contractors, subcontractors, and warehouse staff to maintain required inventory levels
- Represent POI in a professional and courteous manner
- Manage project to support the core values of POI and meet or exceed expectations

- Work closely with the POI General Counsel and POI Outside Counsel to identify and mitigate legal and financial risks and to implement the NTIA Grants in accordance with the Grant Application
- Other responsibilities as may be required to facilitate the project's success

**EDUCATION OR TRAINING:**

- One year certificate in relevant field from college or technical school and five years related experience and/or training
- Project Management Professional (PMP) Certification preferred

**EXPERIENCE/MINIMUM REQUIREMENTS:**

- Five (5) years of project management experience (Construction/Telcom preferred)
- Experience managing federal grant fundings, including federal grant reporting, budget amendments, and compliance
- Experience scheduling projects, capital tracking and forecasting, reporting project status and costs versus commitments, and providing insights and direction to contractors and vendors
- Customer-facing project management experience
- Previous people management experience required
- 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 for position
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies

**KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:**

- Strong computer skills required, including experience with the Microsoft Office Suite (Excel, Word, Access, Outlook, Project, etc.)
- Strong knowledge of federal grant criteria and means for compliance
- Knowledge of services: Telco, power, fiber, underground and aerial construction
- Advanced knowledge of construction/telecommunications project management, asset management, and property management
- Knowledge of public and private right of way project deployment, including regulatory and permitting processes
- Thorough knowledge of NESC and NEC codes related to the construction of overhead and underground communication lines
- Ability to read and understand blueprints along with civil inside & outside plant construction methods
- Ability to read and understand financial metrics and identify remedies to financial issues
- Customer service and Stakeholder orientation with a strong problem-solving approach
- Strong verbal and written communication skills
- Ability to manage and supervise staff by appraising performance, training, and communicating department objectives

**PHYSICAL DEMANDS:**

- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands
- Use of close vision will be used while reading blueprints, specs, reports, and other documents
- May be required to walk, stoop, bend, and reach for periods of time while going on-site inspections
- Position requires lifting of 25 lbs.

**WORK ENVIRONMENT:**

- Work is often performed in an indoor setting, but some outdoor work is required in the inspection of various project sites
- 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 may be required
- Noise level is usually moderate

**PREFERENCE:**

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