



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

**POSTING NO: 151-22**

**OPENING DATE: 10/04/2022**

**CLOSING DATE: 03/23/2023**

**POSTED: IN/OUT**

**POSITION:** Utility Foreman  
**PAY GRADE:** NE9 (\$23.38/hr. - \$31.57/hr.)  
**FLSA STATUS:** Non-Exempt  
**POSITION TYPE:** Full Time  
**FUNDING SOURCE:** POI Funded  
**DEPARTMENT:** Public Works  
**REPORTS TO:** Water/WWTP Supervisor  
**BACKGROUND LEVEL:** Public Trust

**JOB PURPOSE:** The Utility Foreman oversees and performs the full range of duties required to ensure that the Pueblo's infrastructure, systems and facilities, to which assigned, are maintained in a safe and effective working condition and provides the highest level of safety for public use. Oversees daily work orders and projects within the Utilities Division and assigns responsibilities to Utility Workers as needed. Performs cleaning, assembling, installation and repairing of waterlines, sewer lines, pipes, fittings, hydrants for the Pueblo's utility infrastructure in a timely manner. Determines defects and maintains the water and sewer systems, including individual onsite infrastructure.

*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:**

- In coordination and consultation with the Utility Division Manager or the Supervisor, plans, coordinates, and implements all daily work orders.
- Makes recommendations on ways to expedite work or solve problems. Checks work orders system for the planning of daily operations.
- Provides scheduled or emergency excavation, laborer and pipe laying for the Utility Division.
- Performs maintenance, plumbing, or demolition assignments and other tasks related to the Public Services Department Projects.
- Opens clogged sewer service lines, and sewer main lines.
- Operates sewer cleaning equipment, high velocity water jets, and sewer flushers.

- Digs trenches and assists in laying water and sewer lines.
- Cuts and threads pipes, using pipe cutters, and pipe threading machine.
- Drives tribal vehicles and equipment to various work sites.
- Loads or unloads supplies, equipment, or materials.
- Uses a variety of common hand tools or small power equipment in a safe manner.
- Keeps all supplies and equipment in a safe and well-controlled area.
- Performs miscellaneous repair, labor, and maintenance work as assigned.
- Maintains building and worksite free of debris.
- Operates backhoe and other equipment.
- Assists shipping and receiving, loading and unloading of trucks, checking in merchandise, matching purchase orders to sales orders and stocking in warehouse.
- Ensures truck(s) are loaded with needed supplies prior to driving to work site.
- Maintains confidentiality of information.
- Performs installation of sewer service pipes, installation of drain field's required, septic tanks to the required proper elevations.
- Checks pumps and other equipment for proper operation and reports malfunctioning equipment.
- Operates various tools and equipment to complete assigned job tasks.
- Enhances professional growth and development through participation in seminars, educational workshops, classes and conferences.
- Performs other duties as assigned.

**SUPERVISION RESPONSIBILITIES:**

- Supervises Utility Worker Position(s).

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- High School Diploma/GED required.
- 3 years directly related experience required.
- 3 years of operating heavy equipment required, with an emphasis on backhoe experience.
- 1 year minimum supervisory experience required.
- First Aid /CPR certification
- Current HEP A and B, and Tetanus shots required.
- Tiwa speaking preferred.
- 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 regulations and requirements.
- Knowledge of use of maintenance tools, chemicals, cleaners, and disinfectants.
- Knowledge of basic tools and materials used in construction trade.
- Knowledge of operation and maintenance of hand and power tools.
- Knowledge of the methods and practices used in installing septic systems.
- Knowledge of the methods and practices used in utility work.
- Knowledge of the methods and practices used in road work.

- Knowledge of occupational hazards and applicable safety practices.
- Skill in the safe operation of power tools and shop equipment.
- Ability to use HOTSOS software.
- Ability to work independently and meet strict timelines.
- Ability to make sound decisions and exercise independent judgement.
- Ability to communicate effectively in the English language both verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to use hand tools, electrical tools, and maintenance equipment.
- Ability to understand and follow verbal and written instructions.
- Ability to learn from direct on-the-job experience.
- Ability to respond to emergency job situations after hour or weekend calls.
- Ability to use an eye level and laser to complete work.

**PHYSICAL DEMANDS:**

- Work requires ability to stand and walk for up to 8 hours per day.
- Talk, hear, sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Work involves a significant amount of standing, walking, bending, kneeling and or crouching; using hands to handle objects, equipment, controls and reach with arms and hands; climbing, balancing, crawling under sub-flooring, and working in confined spaces.
- Work requires extensive lifting, carrying, loading, unloading 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 a typical 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.
- Exposure to hazards such as heights, fumes, chemicals, dust, heat, glass chips, and power equipment.
- Work requires use of safety equipment, safety-toe shoes, goggles, gloves, harnesses, helmet, protective face shields and/or hardhats.
- Evening, weekend, on-call, 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.