



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

VACANCY ANNOUNCEMENT

POSTING NO: 152-23

OPENING DATE: 08/29/2023

CLOSING DATE: Open Until Filled

POSITION: Rangeland Management Specialist

POSTED: IN/OUT

PAY GRADE: NE6 (\$17.57/hr. - \$23.72/hr.)

FLSA STATUS: Non-Exempt

POSITION TYPE: Full Time

FUNDING SOURCE: POI Funded

DEPARTMENT: Natural Resources

REPORTS TO: Natural Resources Manager

BACKGROUND LEVEL: Public Trust

JOB PURPOSE: Maintains, monitors, and administers all rangelands ecosystem management principles and practices within the Pueblo.

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:

- Participates in conducting range studies; including vegetation inventories, forage utilization, range trend analysis, and other similar studies common to the rangeland management policies, procedures, and management plan.
- Checks range units to assess appropriate time to graze, compliance with management plans, number of livestock, herding procedures, salting, range improvements, maintenance, and the need for additional range improvements such as fences or water development.
- Participates in noxious plant control, seeding, or similar projects by flagging boundaries.
- Identifies plant specimens in the field and collects and prepares specimens.
- Participates in the analysis, interpretation, and evaluation of monitoring data to determine if the resource management objectives are being met.
- Presents recommendations to management.
- Prepares environmental assessment documents as required.
- Proposes and participates in updates, revisions, and development plan amendments for Resource Management Plans and Program Summaries as new information becomes available.

- Conducts authorized use investigations and takes abatement action as necessary, consulting with the supervisor or other specialists, if needed, during the process.
- Conducts livestock consultations and coordinates meetings.
- Determines the need for range and watershed improvements, and assists in the design of such improvements.
- Utilizes automated equipment, data systems, and applications to accomplish the duties of the position.
- Collects, enters, manipulates, updates, and maintains data according to program standards.
- Ensures data quality and integrity by adherence to quality control standards and procedures.
- Participates in educational programs, e.g., workshops, short courses, self-study to remain current in range ecology and management theory and practice.
- During the course of routine duties, the incumbent may be required to supply Law Enforcement and Open Space personnel with such assistance and documentation as necessary for prosecution of violations of tribal and federal law and regulations.
- Coordinates activities with permittees as needed.
- Reports any damages or problems beyond department's capability to immediate supervisor.
- Checks assigned grazing pastures and water conveyance systems on POI lands.
- Reports any damage to windmills, solar arrays, stock tanks, and dirt tanks.
- Uses cameras, camcorders, or other audiovisual equipment for documentation purposes.
- Drives a variety of vehicles, including Off-Highway Vehicles(OHVs), needed for different terrain that may include hazardous roads.
- Operates two way radios and other communications equipment.
- Checks to ensure tools, vehicles and equipment are in proper working order; reports defects and broken parts found on equipment.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- Associate Degree in Natural Resources Management, Environmental Science, or related field.
- One (1) year work experience in natural resources, water resources, environmental administration or related field.
- Upon hire, must obtain off-highway vehicles (OHV) certification.
- 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 current rangeland ecosystem management principles, concepts, and theories.
- Knowledge of rangeland ecosystems, watersheds, and soil properties for the analysis and preparation of environmental documents.
- Knowledge of established procedures to determine the functional condition of rangelands.
- Knowledge and understanding of administering livestock grazing to improve and maintain the health, diversity, and productivity of the land.

- Skill in working with individuals and/or groups to identify problems, communicate program requirements, make recommendations, setting priorities and attaining solutions to the identified problems.
- Skill in operating tools and equipment such as hand tools, power tools, pneumatic tools, generators, and welders.
- Ability to interpret and analyze the effect and impact of management activities applied to POI lands and how these management applications change the level or type of rangeland, wildlife, or watershed uses on other resources and disciplines.
- Ability to function as a member of a team involving other staff members in the disciplines and sciences of range, wildlife, soils, and watersheds.
- Ability to exercise independent judgment.
- Ability to work in the outdoors in extreme weather conditions.
- 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 learn from direct on-the-job experience.
- Ability to safely operate OHV.

PHYSICAL DEMANDS:

- Talk, hear, sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Work requires extensive lifting, bending, 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 50 lbs while wearing safety equipment.

WORK ENVIRONMENT:

- Work is generally performed in an outdoor environment.
- Noise level is usually moderate to loud.
- Exposure to natural weather conditions and various dusts and mists may occur while performing outdoor duties.
- Situations where safety-toe shoes, goggles, gloves, harnesses, protective face shields, helmet or hardhat are needed may occur.
- Travel may be required.
- Evening, weekend or holiday hours may be required.

PREFERENCE:

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