



**PUEBLO OF ISLETA**  
**HUMAN RESOURCES DEPARTMENT**  
**P.O. BOX 1270, ISLETA, NM 87022**  
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### **VACANCY ANNOUNCEMENT**

**POSTING NO: 166-23**

**OPENING DATE: 09/18/2023**

**CLOSING DATE: 10/02/2023**

**POSTED: IN/OUT**

**POSITION:** Utility Supervisor  
**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:** Director, Public Works  
**BACKGROUND LEVEL:** Child/Elder

**JOB PURPOSE:** Provides supervision to the Utilities crew who primarily perform work on POI Water /Wastewater systems and Septic systems in a timely and efficient manner. Performs and ensures the safe and proper operation of water and wastewater supply to the community. Coordinates with, and provides assistance to, all Public Works Divisions involving the use of heavy equipment. Estimates Pueblo of Isleta and Indian Health Service 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:**

- In coordination and consultation with the Director of Public Works, plans, coordinates and implements all septic systems and water line projects following Indian Health Services specifications, including but not limited to: grading, watering, 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 equipment for daily use on all projects. Performs inspections on equipment, orders parts that are needed and ensures that staff routinely service equipment.
- Performs services normally delivered by subordinate staff, particularly in coverage situations.
- Coordinates projects requiring heavy equipment with Transportation, Resources, Solid Waste, and other divisions as requested.

- Conducts safety meetings with operators and other staff as required.
- Attends division/department meetings to provide feedback that directly impacts septic system projects.
- Maintains current working knowledge of trends in septic systems, water and sewer utilities.
- Enhances professional growth and development through participation in seminars, educational workshops, classes and conferences.
- Assesses the risk levels associated with projects.
- Researches cost of materials, transports, labor and equipment.
- Sends out material list to obtain bids for supplies.
- Prepares and submits quotations and details of costs for projects to the Director of Public Works.
- Assists Director with awarding bids and establishes and maintains relationships with contractors and vendors.
- Orders materials needed, verifies receipt of correct product and quantity, and reviews all invoices for accuracy; Supports buyers with obtaining documentation.
- Records and tracks materials received and used throughout projects.
- Maintains expenditures at various stages of projects and ensures projects are within budget.
- Performs other duties as assigned.

#### **SUPERVISION RESPONSIBILITIES:**

- Supervises utility workers involved in all water / wastewater projects. Provides coaching, counseling, training and feedback to employees; assigns, reviews and delegates work and job responsibilities.
- Must establish and maintain a working relationship with the inspector and engineer from Indian Health Service on all Indian Health Service projects.

#### **MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- High School Diploma required.
- 3 years of direct experience required.
- 3 – 4 years' operating heavy equipment with an emphasis on backhoe experience required.
- One (1) year supervisory/leader experience 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 department organization, functions, objectives, policies and procedures.
- Knowledge of state and local transportation safety codes in regard to proper flagging, towing procedures, height, weight, and width of the load.
- Knowledge of a variety of soil compositions and properties associated with operating heavy equipment of all types.
- Knowledge of use of maintenance tools, chemicals, cleaners, and disinfectants.

- Knowledge of the methods and practices used in installing septic systems.
- Knowledge of the methods and practices used in road and utility work.
- Knowledge of the methods and practices used in road work.
- Knowledge of occupational hazards and applicable safety practices.
- Skill in operating procedures of a variety of heavy duty equipment including front end loader, backhoe, smooth drum and pneumatic roller, as well as the purposes and limitations of a greater variety of attachments.
- Skill in the safe operation of power tools and shop equipment.
- Ability to complete required reports.
- Ability to use HOTSOS software.
- Ability to work independently and meet strict time lines.
- Ability to make sound decisions and exercise independent judgment.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to interpret applicable regulations and guidelines.
- Ability to establish and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to establish and maintain professional relationships with the public and co-workers.
- 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.
- Ability to work under pressure to meet set goals, budgets, and deadlines.
- Ability to demonstrate proficiency with word processing, spreadsheet, or estimating software.
- Ability to demonstrate attention to detail.

#### **PHYSICAL DEMANDS:**

- Kneeling, climbing, and use of hands to handle equipment, controls, and carry supplies.
- Position requires frequent lifting and carrying of items up to 100 lbs.
- 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.
- Requires extensive repetitive use of hands and arms to use tools.
- Standing and walking may be on uneven surfaces or unstable ground.
- Must be able to perform heavy physical work; i.e., moving, lifting, pushing or pulling objects and equipment.
- Noise level is usually high.

#### **WORK ENVIRONMENT:**

- Work is performed in an outdoor environment.
- Exposure to inclement weather conditions may occur while performing outdoor duties.
- Noise level is usually moderate to loud.

- Exposure to fumes, chemicals and other noxious odors, vehicle exhaust and hazardous materials may occur.
- 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 will be required.
- Travel may be required.

**PREFERENCE:**

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