



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

POSTING NO: 131-23

OPENING DATE: 07/20/2023

CLOSING DATE: Open Until Filled

POSITION: Director, Transportation Services

POSTED: IN/OUT

PAY GRADE: E11 (\$35.30/hr. - \$51.19/hr.)

FLSA STATUS: Exempt

POSITION TYPE: Full Time

FUNDING SOURCE: Grant Funded

DEPARTMENT: Transportation Services

REPORTS TO: Governor

BACKGROUND LEVEL: Child/Elder

JOB PURPOSE: The job purpose is to accomplish Department objectives for two(2) distinct Divisions including Transportation Engineering;; and Transportation Services (Shop/Motor Pool and Roadway Maintenance). The primary mission and objective of the Department is to improve quality of life for the Pueblo of Isleta Community by delivering the following:

- A safe and reliable roadway system for the Community and traveling public; and
- A well maintained and reliable vehicle and equipment fleet for POI Departments and Divisions.

Efficiently utilize available resources through ongoing planning, coordination and communication with Division Staff, other Departments, Divisions, POI Offices and other Agencies as required. Develop program plans, objectives and policies governing the delivery of Transportation Services work activities.

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:

- Develops and coordinates with Department Managers and Staff to plan and deliver program objectives.
- Meets frequently with Tribal, State, Federal, and county officials on proposed and ongoing projects involving all aspects of the Department.

- Provides planning, design, review and project management over *new and on-going* construction projects affecting the infrastructure of the Pueblo. Has a substantial and continuing responsibility for representing the Pueblo of Isleta in negotiations with officials of organizations whose decisions and activities have important implications Department objectives.
- Reviews and amends immediate and long range department goals, objectives, and plans to meet annual funding allocations.
- Reviews efficiency and effectiveness of Department and Division goals to reduce costs and ensure division and program effectiveness in day-to-day operations.
- Exercises fiscal management responsibility in developing budgets, monitoring expenditures, and in reallocating funds based on shifting program needs.
- Works with department managers and staff to ensure that projects are in accordance with designs, budgets, and schedules and performs quality control checks over projects.
- Generates written correspondence to vendors, customers, regulating agencies, and other departments of the Pueblo.
- Approves RFP's for Procurement to advertise projects or procure materials and professional services; develops and reviews justification for sole source procurements.
- Generates and/or provides reviews of performance reporting for progress on grant funding.
- Advises Tribal Governors and Council on issues related to the development and progress of roadway projects.
- Responds to tribal member complaints, concerns, or inquiries regarding individual divisions and programs; coordinates community meetings to inform the public of Department changes.
- Drafts and/or reviews grant proposals to secure funding for continuation and expansion of program services.
- Maintains current working knowledge of trends in construction operations divisions and programs.
- Prepares and presents reports on the status, activities and plans for current and future operations; keeps leadership and other departments informed of status of Department activities by attending meetings and submitting reports.
- Conducts regular staff meetings to ensure communication among staff regarding department related activities.
- Creates policies and procedures for staff to ensure consistency and adherence to Department goals.
- Enhances professional growth and development through participation in seminars, educational workshops, classes and conferences.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES:

- Direct management, oversight, supervision and evaluation of the following Department Staff:
 - Administrative Assistant
 - Transportation Engineer
 - Transportation Services Manager
- Provide effective recruitment, training, coaching and disciplining of staff.
- Communicate Department values, strategies, and objectives.

- Develop a participative work environment that fosters an attitude of working together to deliver Department goals and objectives.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- Bachelor's Degree in Engineering or related field.
- Five years' experience in engineering, transportation, roadway design and maintenance.
- Five years working in a supervisory capacity.
- 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 and ability to interpret applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of Department organization, functions, objectives, policies and procedures.
- Knowledge of budget preparation.
- Knowledge of the principles and methods of horizontal construction.
- Knowledge of tribal and federal statutes, codes, rules, and regulations governing engineering projects.
- Knowledge of construction and maintenance methods and practices.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Skill in supervising, training, and evaluating assigned staff.
- Ability to read, analyze, and understand standards, specifications, and plans.
- Ability to interpret applicable federal, state, county and local laws, regulations, and requirements.
- Ability to work various schedules and extended hours.
- 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 create and present effective speeches and presentations.
- 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 sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Use of close vision while reading construction plans, standards, specs, reports, and other documents.
- May be required to walk, stoop, bend, and reach for periods of time while going on-sites inspections.

WORK ENVIRONMENT:

- Work is often performed in an indoor setting, but some outdoor work is required in the inspection and review of various projects and construction sites.
- Exposure to natural weather conditions and various dusts and mists may occur while performing outdoor duties.
- Use of proper Personal Protective Equipment (PPE) will be required.
- Travel within and outside the Pueblo boundary is required.
- Evening, weekend, and/or holiday work will occasionally be required.
- Noise level is usually moderate.

PREFERENCE:

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