



Human Resources Department

Pueblo of Tesuque

ROUTE 42 BOX 360-T
SANTA FE, NEW MEXICO 87506

JOB ANNOUNCEMENT #2018 – 003

POSITION TITLE:	UTILITY DIRECTOR		
DEPARTMENT:	Utility Department	POSITION STATUS:	Full- Time
PERIOD TO APPLY:	Open until filled	FLSA STATUS:	Exempt
SUPERVISOR:	Division Director	LOCATION:	Admin Office
SALARY RANGE:	\$55,000.00 TO \$75,000		

GENERAL DESCRIPTION

The Utility Director plans, organizes, directs and reviews all functions of the Pueblo of Tesuque's utility functions as a tribal utility department which includes Water, Waste Water and Solid Waste. This position develops and implements Tribal wide programs, including but not limited to: job and safety training; infiltration/Inflow prevention; OSHA compliance; annual departmental budget preparation; represents the Utility to outside agencies and customers; analyzes scope of work, prepares reports and performs cost analysis; and manages project prioritization and recommendations.

SUPERVISION RECEIVED

Administrative/General Services Division Director

SUPERVISION EXERCISED

Supervises Utility Maintenance Technician Lead workers(s) and other Utility Maintenance Technicians as budgeted and approved.

ESSENTIAL FUNCTIONS:

- Must have demonstrated advanced level supervisory management skills with significant field and administrative responsibilities for planning and delivering program services, responding to emergency situations, and supervising personnel.
- Demonstrated ability to identify and analyze program problems and recommend solutions.
- Has effectively developed, managed and monitored grant funds, as well as program budgets, including demonstrated competency in budget preparation and grant/proposal writing.
- Demonstrated ability of problem analysis and solution, human relations, and time management.
- Ability to exercise initiative and independent judgment.
- Talent for demonstrating sensitivity to community issues and concerns.
- Demonstrated ability to effectively communicate both verbally and in writing.
- Demonstrated ability in managing excellent working relationships with individuals of varying social and cultural backgrounds, including staff, other tribal employees, customers, and the general public.

- Demonstrated experience working with GIS systems
- Demonstrated experience developing, and maintaining Asset Management Plans and related planning documents and systems.
- Ability to read and interpret plans and specifications, work from sketches, layouts and blueprints.
- Master's degree in natural resources or environment with 2 to 5 years of experience, OR a Bachelor's of Science degree in a related field AND a minimum of five (5) years in related field with preference given to candidates with experience working with Tribal Governments.
- A minimum of five (5) years in a management position.
- A minimum of five (5) years of proven/successful grant writing.
- Experience preparing technical reports, grant writing, quality assurance documents, and creating and managing budgets.
- Knowledge of applicable laws and regulations.
- Excellent computer and record management skills.
- Excellent communications and interpersonal skills.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Public Administration, Business Administration, Civil Engineering, or a related field, and five (5) years of work experience transferrable to the Pueblo Utility Department workload; AND ten (10) years of management experience, as a program administrator in the same or similar field of work.

- Knowledge of corporate and/or governmental management practices, system analysis, operations, finance and accounting.
- Understands materials and methods to be used, best practices and operation of equipment used for water, waste water and solid waste.
- Knows occupational hazards and standard safety precautions necessary for the safe operation of the utility department.
- Skilled in operation and function of all direct reports, and is able to perform the work along-side the team.
- High level of proficiency in Microsoft Office Suite and Outlook, Excel in particular.
- Knowledge of Civil Engineering, and applying that knowledge to improve best use of environmental and natural resources.
- Valid NM driver's license with ability to meet Pueblo of Tesuque liability insurance requirements and maintain eligibility for insurance and proof of any other licensure you have obtained pertinent to the ability to perform this job.

Must pass pre-employment drug test and background check, have current driver's license and insurable for driving Pueblo of Tesuque vehicles.

NATIVE AMERICAN PREFERENCE

**SUBMIT APPLICATION AND RESUME TO:
 PUEBLO OF TESUQUE HUMAN RESOURCES DEPARTMENT
 RT. 42 BOX 360T, SANTA FE, NM 87506
 FAX (505) 982-2331
 OR ONLINE AT tesuquehr@pueblooftesuque.org**

Please attach College education, certification(s) or license(s).

Incomplete applications may delay or exclude consideration of your application.