

Human Resources Department Pueblo of Santo Domingo



JOB ANNOUNCEMENT

POSITION TITLE: Tribal Utilities Director

SALARY RANGE: 58,954-\$76,641

DEPARTMENT: Tribal Utility Authority

POSITION STATUS: Full Time Exempt

SUPERVISOR: Tribal Programs Administrator

JOB POSTING ID: TUA-2020422

4.22.20-Open until filled

Santo Domingo Tribe exercises Indian Preference in employment opportunities but otherwise supports non-discrimination on the basis of age, sex, religion, disability, color, race, or national origin, except where required by bona fide business necessity.

BASIC PURPOSE:

Incumbent is responsible for planning and directing all utility activities for water, waste water, and solid waste services. Incumbent will assist in developing and implement procedures, budgets, goals and objectives for the Tribal Utilities department.

TYPICAL FUNCTIONS:

- Develop and ensure compliance with a Tribal Standard Operations Manual for water and waste water operations.
- Create and facilitate the passage of codes and/or ordinances and/or tribal laws to facilitate the assessment and collection of fees.
- Work with the Tribal Administration, Tribal Program Administrator, and Tribal Council to develop and pass ordinances to enforce user fee payments and illegal dumping penalties.
- Provides a safe and healthy work environment.
- Investigates, evaluates, and determines the best application of new developments in the industry;
- Anticipates and forecasts consumption of water use, sewer use, solid waste services so that the tribe can charge appropriate fees for service and usage;
- Prepares budgets for Tribal Utilities and makes related decisions in order to keep the facilities and systems operating current with economic changes;
- Cooperates with tribal representatives and/or other organizations in solving interrelated administrative, organizational and technical problems;
- Make presentations to the Governor, TPA, and Tribal Council as required;
- Oversee grants and other funding allocations to the Utility Department; prepare and submit reports and other documentation required by funding and regulatory sources;
- Directs maintenance of property records, upkeep of equipment and structures, and the billing and collection of fees.
- Other duties as assigned.

REQUIRED COMPETENCIES:

- **Integrity / Honesty**
All Santo Domingo Pueblo employees must operate in an ethical manner by following all Santo Domingo Pueblo policies and procedures relating to budgets, confidentiality, handling, tracking of equipment, and proper behavior between staff and customers. Incumbent must conduct oneself above the appearance of doing something wrong.
- **Teamwork**
All Santo Domingo Pueblo employees must be competent in working effectively with division members and members of other divisions to resolve common issues or problems as well as listening and seeking others' perspective on how to complete assignments. Incumbent must keep others informed and up-to-date about tasks, progress, or projects.
- **Goal and Task Management**
Incumbents in this job need to be able to plan, prioritize, set goals, establish standards, coordinate tasks, show concern for deadlines, and track progress with respect to personal performance.
- **Manage Resources**
Incumbent in this position have to appropriately allocate a variety of resources that may include, materials, money, facilities, and equipment. Requires the ability to assess needs and track progress.
- **Decisiveness**
Incumbent in this position must be able to successfully determine and initiate a course of action. All decisions require the consideration and use of multiple options, information sources, and development of contingency plans.
- **Vision**
Incumbent in this position must have the ability to gain an understanding of where an organization is headed in light of internal and external trends and influences.
- **Public Utility Knowledge**
Incumbents in this position must have an advanced understanding of safe water storage issues and of wastewater facilities operations, understand how the public right of way containing buried water lines also contain gas, cable, telephone, Internet and electrical lines, and must have the physical abilities necessary to operate water and wastewater equipment when needed.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in civil engineering, public administration, or urban planning; AND 4 years of experience in the construction industry, of which at least 2 years must have been in a supervisory capacity; **OR** an equivalent combination of education and experience.
- Work may be performed outdoors with exposure to inclement weather. Prolonged standing, walking, bending and continuous lifting a minimum of 50lbs are required.
- Extended working hours, including weekends, may be required.
- Fluent in the Keres language preferred.
- Must be able to satisfactorily pass a background check.
- Valid driver's license with ability to meet Santo Domingo Pueblo liability insurance requirements and maintain eligibility for insurance.

HOW TO APPLY

Please submit complete application packet.

- By email: SDTHumanResources@kewa-nsn.us
 - Subject line: **TUA Director – [Your Name]**
- By mail: Santo Domingo Tribe Human Resources, PO Box 127, Santo Domingo NM 87052
- By fax: (505) 465-2043 attn: Human Resources
- In person: Human Resources Department, 10 Tesuque St, Santo Domingo NM 87052

Incomplete application packets may delay or exclude consideration of your application. A complete application packet includes the following:

- Santo Domingo Tribe Employment Application
- Cover Letter
- Resume