

Human Resources Department Pueblo of Santo Domingo



JOB ANNOUNCEMENT

POSITION TITLE: Road Maintenance Worker

SALARY RANGE: \$16.00-\$25.00/hour

DEPARTMENT: Roads Department

POSITION STATUS: Full time

PERIOD TO APPLY: 9.1.20-Till filled

FLSA STATUS: Non-exempt

SUPERVISOR: Roads Supervisor

JOB POSTING ID: Roads 200109

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.

Road Maintenance Worker

BASIC PURPOSE:

Incumbent in this position is responsible for assisting the Equipment Operator in providing road maintenance activities. Assist supervisor in the safe keeping of equipment, equipment maintenance, the use and care of all tools, power tools and materials required to perform road maintenance activities. Assist in the transportation of equipment from the storage location to the job site. **Employee is subject to a reduction in force required by the program funding and is eligible for all benefits as an employee of Santo Domingo Tribe.**

ESSENTIAL FUNCTIONS

- Flag motorists to warn them of obstacles or repair work ahead.
- Direct vehicle traffic.
- Set out signs and cones around work areas to divert traffic.
- Perform preventative maintenance on vehicles and heavy equipment.
- Maintain mechanical equipment.
- Drive heavy equipment and vehicles with adjustable attachments to sweep debris from paved surfaces, mow grass and weeds, remove snow and ice and spread salt and/or sand, and perform other road treatment tasks as directed.
- Operate equipment or vehicles to clear construction sites or move materials.
- Drive trucks to transport crews and equipment to work sites.
- Drive trucks with truck-mounted equipment.
- Haul, spread, and sand, dirt, gravel, clay, and/or other loose materials onto surfaces to fill low spots or potholes.
- Move construction or extraction materials to locations where they are needed.
- Inspect completed work to ensure proper installation.
- Dump, spread, and compact asphalt, using pneumatic tampers, to repair joints and patch broken or potholed pavement.
- Spread concrete or other aggregate mixtures.
- Clean and clear debris from maintenance worksites, culverts, catch basins, drop inlets, ditches, and other drain structures.
- Remove litter and debris from roadways, including debris from rock and mud slides.
- Erect, install, or repair guardrails, road shoulders, berms, highway markers, warning signals, and highway lighting, using hand tools and power tools.
- Install fencing or other barriers.

- Inspect, clean, and repair drainage systems, bridges, tunnels, and other structures.
- Inspect industrial or commercial equipment to ensure proper operation.
- Clean equipment or facilities.
- Paint traffic control lines and place pavement traffic messages, by hand or using machines.
- Measure and mark locations for installation of markers, using tape, string, or chalk.
- Mark reference points on construction materials.
- Apply oil to road surfaces, using sprayers.
- Operate road-surfacing equipment.
- Install fencing or other barriers.
- Dismantle equipment or temporary structures as directed.
- Perform roadside landscaping work, such as clearing weeds and brush, and planting and trimming trees.
- Apply poisons along roadsides and in animal burrows (if directed) to eliminate unwanted roadside vegetation and rodents.
- Mix substances or compounds needed for work activities.
- Service and maintain all roads as part of the tribe's road inventory; report all major repair needs.
- Repair and replace all road signs as necessary; prepare purchase orders for new signs where necessary.
- Maintain an inventory of road repair materials.
- Other duties as assigned.

REQUIRED COMPETENCIES:

- **Integrity / Honesty**
All Santo Domingo Tribe employees must operate in an ethical manner by following all Santo Domingo Tribe policies and procedures relating to equipment, and proper behavior between staff and customers. The individual must conduct him/herself in a positive and professional manner at all times.
- **Customer Service / Client Orientation**
All Santo Domingo Tribe employees must be able to develop a clear understanding of customers' needs and goals while maintaining clear communication with customer regarding meeting their expectations. Must follow through and respond to customers' requests and inform them of action taken in a courteous, professional manner.
- **Teamwork**
All Santo Domingo Tribe employees must be competent in communicating with others and working effectively with program/department members and members of other programs/departments to resolve common issues or problems as well as listening and seeking others' perspective on how to complete assignments. The successful candidate will keep others informed and up to date about tasks, progress, or projects.
- **Goal and Task Management**
The successful candidate must be able to plan, prioritize, set goals, establish standards, coordinate tasks, show concern for deadlines, and track progress with respect to personal performance.
- **Decisiveness**
When issues or challenges arise, the candidate must be able to determine and initiate a course of action successfully through the consideration of multiple options, information sources, and development of contingency plan(s) for final resolution.
- **Manage Resources**
must allocate a variety of resources appropriately including, but not limited to materials, facilities, and equipment. Requires the ability to assess needs and track progress.
- **Math skills.**
The successful candidate must be able to record and utilize data to determine progress and completion of project.
- **Analytical skills**
The employee in this position must conduct measurements and inspections for various projects and evaluate and report on the results.
- **Detail oriented**
The successful candidate must be able to monitor machinery, gauges, dials, and controls to ensure safe and proper operation.
- **Mechanical skills**
Must have basic knowledge in the operation of all road maintenance equipment, backhoe, grader, dump truck, water truck, skidsteer, etc. and the ability to use of hand equipment and power tools safely and effectively.
- **Effort and Initiative**
Incumbent in this position must have the ability to work and take action without specific direction and without being monitored.

MINIMUM QUALIFICATIONS:

- Must have graduated high school or received a GED; AND a minimum of two (2) years of related experience; OR an equivalent combination of education and experience.
- Must be able to lift a minimum of fifty (50) pounds on a regular basis and sustain prolonged walking, standing, bending, stooping, while working outdoors in all types of weather conditions.
- Be able to work extended hours, including weekends, evenings, holidays, or "on call" as required.
- Must be able to satisfactorily pass a background check.
- Possess a valid New Mexico driver's license with ability to meet Santo Domingo Tribe liability insurance requirements and maintain eligibility for insurance.

HOW TO APPLY:

Please submit complete application:

- By email: SDTHumanResources@kewa-nsn.us
Subject line: **Road Maintenance Worker**– [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 (available at santodomingotribe.org/careers)