



Human Resources Department

Pueblo of Santo Domingo

JOB ANNOUNCEMENT

POSITION TITLE: Construction Lead

SALARY RANGE: \$20-\$25 DOE

DEPARTMENT: Facilities/Project Department

POSITION STATUS: PRN, Non-Exempt

SUPERVISOR: Construction Managers

JOB POSTING ID: 052311

Period to apply: 5/11/23-5/26/23

of positions: 3

Santo Domingo Pueblo exercises Indian Preference in employment opportunities but otherwise supports non-discrimination on the basis of age, sex, religion, disability, color, race, national origin, sexual orientation, marital status, service in the military or any other status protected by applicable law, except where required by bona fide business necessity.

***The Construction & Facilities Department is a drug/alcohol-free department.
Employees will be subject to random drug/alcohol testing.***

Basic Purpose

Responsible for overseeing the activities of construction projects, safety, quality standards and Homeowner satisfaction are maintained throughout the construction process. Incumbent will have a sound understanding of safety regulations and be able to transfer this knowledge to the construction team. Identification of problems and solutions to them are imperative.

Typical Functions:

- Oversight of labor crew on each construction site.
- Hands on work is part of the job requirement such as bricklaying, demolition, surveying.
- Ensure teams work together to deliver quality work to meet strict deadlines.
- Ensure job site adheres to all comparable safety standards.
- Assist in resolving issues/conflicts related to daily construction activities.
- Always ensure adherence to health and safety regulations.
- Perform equipment, material, and routine site inspections.
- Work closely with Construction Manager
- Stay up to date with safety codes and advancements in construction.
- Assist with the recruitment and training of new staff if necessary.
- Work flexibly across worksites and assisting where needed.
- Be prepared to work in all weather and at heights above 6 feet.
- Follow all safety procedures on the job site and report violations immediately to Tribal Program Administrator and Human Resources.
- Work within a team to bring projects in on time.
- Update Construction Manager and Facilities Director and on a minimum weekly basis as to progress, needs and future timetable.
- Always comply with Group confidentiality and information security policies.
- Duties will vary from time to time within the broad site of your role and grade. You are required to undertake any such reasonable and appropriate duties.

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 cash transactions, handling, tracking, of equipment and products, 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. Keeps 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 must 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. Requires the consideration of multiple options, information sources, and development of contingency plans.

- **Vision**

Incumbent in this position must have the ability to gain an understanding of how an organization must change considering internal and external trends and influences and the ability to act upon and energize others towards enacting the vision.

Minimum Qualifications:

- High school diploma or GED
- Minimum of 2-4 years construction experience or equivalent
- Ability to oversee construction processes.
- Ability to control cost overruns.
- Be able to read and understand written instruction.
- Must be able to read blueprints.
- Strong knowledge of construction best practices and building codes.
- Ability to perform strenuous physical work with heavy lifting, pushing, or pulling of objects over 50 pounds and up to 100 pounds.
- Must be able to work in all types of hot/cold and otherwise inclement weather, including direct sunlight.
- Must have manual dexterity and a good sense of balance as well as eye-hand coordination.
- Must have good judgement, be able to work with a team, have good communication skills.
- Extended working hours, including weekends, evenings, or holidays may be required.
- Valid New Mexico driver's license with ability to meet Santo Domingo Pueblos' liability insurance requirements and maintain eligibility for insurance.
- Must satisfactorily pass a background check.
- Fluent in both English and the Keres languages preferred.
- Covid-19 vaccination is required. Reasonable accommodation is considered.

HOW TO APPLY

Please submit complete application packet.

- Online: [Job Listings - Santo Domingo Tribe Jobs \(isolvedhire.com\)](https://santodomingotribe.org/careers/) or <https://santodomingotribe.org/careers/>
- By email: HR@kewa-nsn.us, subject line: **Construction Lead – [Your Name]**
- By mail: Santo Domingo Pueblo Human Resources, PO Box 127, Santo Domingo NM 87052
- By fax: (505) 715-4416 Attn: Human Resources
- In person: Human Resources Department, 116 San Ildefonso 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 Pueblo Employment Application
- Cover Letter
- Resume