Vacancy Announcement
Utility Authority – Electric

Pueblo of Acoma Human Resources Department P.O. Box 348, Acoma, NM 87034 • 505-552-6728 • www.puebloofacoma.org

JOB TITLE: Electrical Superintendent (Full-Time/Regular) PAY RATE: $DOE

OPENING DATE: February 27, 2020 CLOSING DATE: Open Until Filled

POSITION PURPOSE

This position will oversee the planning, coordinating, and execution of activity within the electric department in accordance with required regulations, policies, budgets, and objectives.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

1. Plan, assign, and direct the work of the electric utility line personnel.
2. Responsible for ensuring electric distribution reliability is maintained and service policies are followed
3. Develop plans and budgets, and manage projects to accomplish department goals and objectives
4. Evaluate the Utility System to make recommendations for necessary maintenance and replacement including compliance with applicable safety codes
5. Develop operating procedures, utilize equipment and technology to improve productivity, customer service and safety
6. Support the resolution of any operational concerns related to service integrity including correcting power quality issues and metering concerns
7. Analyze outage reports on a regular basis to identify service reliability problems and develop and recommend methods of improving service reliability
8. Serve as the primary point of contact during power outages, emergencies and other operational issues
9. Promote positive customer relations by diligently executing duties with the public
10. Attend meetings and trainings, and keeps informed on industry trends
11. Address customer problems or complaints through field visits and site investigations; complete corrective action as required.
12. Recommend short and long-term equipment requirements in areas of distribution line construction and maintenance.
13. Maintain a system of records for pole line inspections, work projects, and overall facility asset management.
14. Investigate employee accidents and prepare reports of personnel injuries, accidents and possible property damage claims.

MINIMUM QUALIFICATIONS

Experience:
- Five years electrical field experience

Education:
- Bachelor’s degree in relevant field or Journeyman Lineman

Mandatory Knowledge, Skills, Abilities and Other Qualifications:
- A record of satisfactory performance in all prior employment as evidenced by positive employment references from previous employers
- Knowledge of traditional form of government and Pueblo customs and traditions
- Knowledge of the functions and structure of the Pueblo of Acoma
• Knowledge of Federal Indian Law and applicable Federal, State, County and Local Laws, regulations, and requirements
• Knowledge of the budgeting process, including budget estimates and projections
• Knowledge of procurement procedures, inventory methods, cost controls, manpower scheduling, and critical pathways to be able to review, monitor, and authorize materials
• Knowledge of government contracting and grant management
• Knowledge and experience in organization effectiveness and operations management
• Knowledge of electrical codes and standards
• Ability to demonstrate excellent interpersonal skills and a collaborative management style
• Ability to communicate effectively in the English language, both verbally and in writing
• Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels
• Ability to create and present effective presentations
• Ability to maintain confidentiality
• Ability to work independently and meet strict time lines
• Ability to make solid decisions and exercise independent judgment
• Ability to be persuasive and tactful in controversial situations
• Ability to demonstrate excellence in everything, and continually seek improvement in results
• Ability to understand engineering drawings, and interpret equipment and work specifications
• Ability to apply engineering manual guidelines, and perform the preparatory work to begin a construction site project
• Skill in electric utility design, project management, operation of power systems and utility construction techniques
• Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, and presentation software (such as PowerPoint)
• Skill in supervising, training, and evaluating assigned staff
• Ability to perform other duties as assigned

PREFERRED QUALIFICATIONS

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INDIAN PREFERENCE

The Pueblo of Acoma has implemented an Indian Preference Policy. It is the policy of the Pueblo of Acoma to give preference to any qualified person who is an enrolled member of a federally recognized Tribe.

The application of Indian Preference is not automatic. Applicants requesting consideration for Indian Preference must provide valid Tribal enrollment documents certifying his/her Indian blood quantum.

Aside from employment preference as provided in this section, the Pueblo of Acoma shall not discriminate because of race, creed, age, sex, color, national origin, religion, sexual orientation, marital status, medical disability or political affiliation.

OTHER

Confidentiality: All employees must uphold all principles of confidentiality to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination. An employee will be asked to sign a confidentiality statement upon hire.
Background investigation: This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 “Indian Child Protection and Family Violence Prevention Act.” Candidates must be able to successfully pass all required background checks to qualify for this position.

Health Requirement: None

Driver Check: All applicants must possess a current valid Driver’s License and must be insurable through Tribal Automotive Insurance Carrier to qualify for position.

Drug screening: All applicants must successfully pass a pre-employment drug screening prior to beginning employment and may be subject to random drug testing.

To apply, applications are available in the Acoma Human Resource (HR) Office or on-line at www.puebloofacoma.org. All applications must be submitted to the Acoma HR Office for consideration by the closing date of the announcement. All applicants will be given consideration; however, not all applicants will necessarily be contacted or interviewed.

Pueblo of Acoma is a Drug Free Workplace.