Vacancy Announcement
Utility Authority – Water/Wastewater

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

JOB TITLE: Water/Wastewater Operator 1 (Full-Time/Temporary)  PAY RATE: $DOE

OPENING DATE:  July 8, 2020  CLOSING DATE:  Open Until Filled

POSITION PURPOSE

Under direct supervision of the Foreman performs a variety of laborer work installing and servicing water/wastewater lines, installing septic systems and other general utility and construction work.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

1. Operate heavy equipment such as backhoe, bulldozer and truck to dig ditches, lay pipe, and backfill ditches as scheduled or instructed.
2. Safely operate dump trucks to haul gravel, sand and other materials to various job sites.
3. Dismantles and restores items such as fences, gates, and various utilities that inhibit new installation of utilities, using earth moving equipment, pick and shovel.
4. Install, maintain, and repair septic tanks, drain fields, distribution boxes and other individual septic system components.
5. Assist in using chemical pellets along water lines including removal of rust and foreign substances from meters and valves.
6. Install water and wastewater utilities while complying with OSHA safety regulations.
7. Assist in completing repair and installation services to complete scheduled work orders.
8. Walk along lines to detect, inspect, or monitor leaks, flow and other pipeline operation.
9. Inspect machinery and mechanical equipment for defects; performs minor repair and maintenance on equipment. Responsible for reporting major repairs to Supervisor.
10. Report and document the determined material list of supplies, equipment and related material needed for each project.
11. Attend meetings as requested or required.
12. Observe safety rules, and ensures and maintains a safe environment.
13. Attend training classes and seminars on pipeline safety, first aid, equipment/machinery operation, and related topics to maintain and enhance job knowledge.
14. Contribute to a team effort and accomplishes related results as required.
15. Perform other duties as required.

MINIMUM QUALIFICATIONS

Experience:
• Six – twelve months experience working as a skilled laborer in related field

Education:
• High School Diploma or GED

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 traditional building methods and techniques
• Knowledge of occupational hazards and applicable safety practices
• Skill in safe operation of equipment
• Skill in troubleshooting, diagnostic and repair of equipment
• Ability to communicate effectively in the English language, and preferably in the Keres 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 understand and follow oral and written instruction
• Ability to use hand tools, electrical tools, and operate light equipment
• Ability to prioritize and accomplish tasks within strict deadlines
• Ability to demonstrate excellence in everything, and continually seek improvement in results
• Ability to perform other duties as assigned

PREFERRED QUALIFICATIONS

• Keres speaking

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.

VA0592020 Pueblo of Acoma is a Drug Free Workplace.