



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 Laborer (Full-Time w/Benefits) PAY RANGE: \$10.05 - \$15.07
(2 positions)

OPENING DATE: April 19, 2021

CLOSING DATE: May 7, 2021

POSITION PURPOSE

Under direct supervision of the Water/Wastewater 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. Safely operate small equipment on project job sites.
2. Dismantle and restore items such as fences, gates, and various obstructions that inhibit new installation of utilities,
3. Help to install, maintain, and repair septic tanks, drain fields, distribution boxes and other individual septic system components.
4. Help to Install water and wastewater utilities while complying with OSHA safety regulations.
5. Assist in completing repair and installation services to complete scheduled work orders.
6. Assist to walk along lines to detect, inspect, or monitor leaks, flow and other pipeline operation.
7. Inspect and perform minor repair and maintenance on small equipment. Responsible for reporting major repairs to Supervisor.
8. Report and document material list of supplies and related material for projects.
9. Attend meetings as requested or required.
10. Observe safety rules, and ensures and maintains a safe environment.
11. Attend training provided by the employer for classes and seminars on pipeline safety, first aid, and related topics to maintain and enhance job knowledge.
12. Actively pursue Water/Waste Water certifications.
13. Contribute to a team effort and accomplishes related results as required.
14. Perform other duties as required.

MINIMUM QUALIFICATIONS

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| Experience: | <ul style="list-style-type: none">• Relevant experience working as a laborer |
| Education: | <ul style="list-style-type: none">• High School Diploma or GED |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none">• 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• Knowledge and use of pick and shovel, and other various other hand tools• Skill in safe operation of small equipment• Skill in troubleshooting, diagnostic and repair of small equipment• Ability to communicate effectively in the English language both verbally and in writing, and preferably in the Keres language verbally. |

- 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 small 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

- Water and/or Wastewater Operator Certification Level I
- 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.

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Pueblo of Acoma is a Drug Free Workplace