



# Vacancy Announcement

## Operations – Community Development

Pueblo of Acoma Human Resources Department P.O. Box 348, Acoma, NM 87034 ■ 505-552-6728 ■ [www.puebloofacoma.org](http://www.puebloofacoma.org)

**JOB TITLE: Tribal Engineer (Full-Time w/Benefits)**

**PAY RATE: \$DOE**

**OPENING DATE: May 13, 2025**

**CLOSING DATE: Open Until Filled**

### POSITION PURPOSE

The Tribal Engineer is responsible for assisting the Director in the administration and management of the functions that come under Community Development Office. In absence of the Director the Tribal Engineer will have the delegation of authority to serve as the Director of Community Development.

### ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

1. Increases department's effectiveness by identifying short-term and long-range issues and goals that must be addressed; providing information and commentary pertinent to deliberations; recommending options and courses of actions; implementing directives.
2. Conduct staff meetings in the absence of the Director to ensure communication between the departments and Tribal Administration.
3. Maintains effective communication with State and Federal legislative bodies, and public and private agencies, staying abreast of all pending legislative having probable impact on operating programs at the Pueblo of Acoma; apprise Tribal Government with required or recommended solutions to correct or alleviate impact.
4. Assists in securing additional funding and grant monies for continuation and expansion of program services.
5. Represent the Pueblo to external agencies, organizations, and individuals.
6. Review monthly and quarterly financials and provides the Director a forecast of the department's financial performance against budget, financial and operational goals.
7. Review and make recommendations regarding department or program requests having impact regarding budgetary, and administrative activities for the department.
8. Prepares and presents reports on the status, activities, and plans for current and future projects
9. Assist in the design and development of a comprehensive plan and schedule for implementing projects; initiates and monitors all activities essential to the project schedule.
10. Prepares and presents reports on the status, activities, and plans for current and future projects.
11. Prepare and review contracts and subcontracts with Procurement Office input.
12. Assist in negotiation of contracts and subcontracts with Procurement Office input.
13. Coordinate among all parties, including A/E firms, construction contractors, subcontractors, and inspection and testing, to ensure compliance with health and safety design specifications.
14. Assist in preparation and review of project budgets, plans, design maps, specifications, cost estimates and bid specifications.
15. Provide project management services during planning, design, construction, and closeout phases.
16. Assists in communicating program goals and objectives to Tribal Council and Tribal Administration. Provides the Director assistance to follow through with program goals and objectives by planning, monitoring and appraising job tasks and results.
17. Work collaboratively with Directors/Managers to:
  - Effectively communicate department program/services to community members and the public.
  - Effectively communicates with state and federal agencies and with other tribal entities and/or contacts.
  - Develops and manages the department budget.
18. Work collaboratively with other departments and other community service providers to improve delivery of service and ensure continuous improvement of systems.

19. Update professional and technical knowledge by conducting research; attending seminars, educational workshops, classes, and conferences; reviewing professional publications; establishing networks; and participating in professional organizations.
20. Perform other duties as required.

### **MINIMUM QUALIFICATIONS**

- Experience:
- Five years Project Management experience
  - Five years management experience

**AND**

- Education:
- Bachelor of Science degree in Civil Engineering or Construction Engineering from an Accreditation Board for Engineering and Technology (ABET) accredited university program.

**AND**

- Other:
- Registered as a Professional Engineer in the State of New Mexico or within another state that can be transferred to New Mexico within one (1) year from hire or ability to obtain and retain within one (1) year from hire.

### **PREFERRED QUALIFICATIONS**

- Master of Science degree in Civil Engineering, Construction Engineering from an ABET accredited university program.
- Keres Speaking

### **MANDATORY KNOWLEDGE, SKILLS, AND ABILITIES**

- A record of satisfactory performance in all prior employment as evidenced by positive employment references from previous employers.
- Knowledge of Pueblo's traditional form of government, culture, and traditions
- Knowledge of Federal Indian Law and applicable Federal, State, County and Local Laws, regulations, and policies
- Knowledge of engineering methods, principles, and practices related to construction specifications, laws and regulations
- Knowledge in civil engineering design, cost estimating, project management, and facilities maintenance
- 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 grants management
- Knowledge and experience in organization effectiveness and operations management
- Skill in project scheduling and coordination
- Skill in operating computers and office equipment, including AutoCad, GIS and MS Office applications specifically Word, Excel, Access, and PowerPoint
- Skill in preparing, reviewing, and analyzing project, operational and financial reports
- Skill in supervising, training, and evaluating assigned staff
- Skill in analyzing problems, projected consequences, identifying solutions, and implementing recommendations
- Skill in public speaking
- Ability to demonstrate excellent interpersonal skills and a collaborative management style
- Ability to initiate multiple project management functions and activities
- Ability to communicate effectively in the English language
- 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 timelines
- Ability to make solid decisions and exercise independent judgement
- Ability to be persuasive and tactful in controversial situations
- Ability to demonstrate excellence and continually seek improvement in results
- Ability to perform other duties as assigned

## PREFERENCES IN EMPLOYMENT

It is the policy of the Pueblo of Acoma to give preference to any qualified Acoma tribal member, members of other federally recognized Indian tribes/nations, and veterans.

The application of Employment Preference is not automatic. Applicants requesting consideration for Preference must provide valid Tribal enrollment documents or official verifying document from federally recognized Indian tribe/nation or Certificate of Release or Discharge from Active Duty – Form DD214.

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

*To apply, applications are available in the Acoma Human Resource (HR) Office or on-line at [www.puebloofacoma.org](http://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 and Alcohol Free Workplace.*