

**PUEBLO OF LAGUNA  
JOB ANNOUNCEMENT NO. 2019-17**

**OPEN TO IN-HOUSE and EXTERNAL APPLICANTS**

**POSITION:** Road Maintenance Technician  
**OPENING DATE:** March 13, 2019  
**CLOSING DATE:** March 22, 2019  
**DEPARTMENT:** Public Works / Roads & Range  
**SALARY RANGE:** NE-7; \$23,525 - \$35,277

**Position Summary:**

Under direct supervision of the Roads & Range Manager, performs maintenance services and minor repair of roads within Pueblo lands, assists with traffic control, and other related duties in accordance with established procedures. Consistently applies the Pueblo's Core Values in support of Workforce Excellence.

*This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.*

**Essential Duties & Responsibilities:**

- Inspects road surfaces, drainage structures, bridges and bridge decks. Reports to Manager results of inspections and assessments, safety hazards, and needed repairs/maintenance.
- Mows and maintains road shoulders; repairs fences and culvert end sections; seals/patches road surface cracks, and performs other required maintenance services.
- Cleans, reshapes, and repairs ditches and other drainage structures, curbs and gutters.
- Performs traffic control and flagging activities; follows appropriate procedures and regulations on work zone and flagging sites, including placing signs, barricades, traffic cones and other warning devices.
- Performs maintenance services and minor repairs to bridge super structure, bridge sub structure, slope rip rap and channel.
- Performs miscellaneous assignments including accident materials cleanup, guardrail and foliage maintenance, and snow and debris removal.
- Ensures and maintains a safe and clean work area in compliance with applicable safety guidelines and regulations. Reports hazards or non-compliance to Manager.
- Maintains vehicles and equipment in accordance with approved standards.
- Prepares and submits reports work status, activities, and results of assessments or inspections.
- Maintains technical knowledge by attending relevant training and workshops.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as assigned/required.

**Minimum Qualifications:**

High School Diploma or GED required. Three years of road maintenance, road surface, bridge, and drainage structures inspection, and mowing experience required including use of tractor/mower and mini-excavator. Three years of road maintenance/construction equipment maintenance and repair experience required. Flagger certification preferred; must obtain within six months of hire.

**Background Investigation Requirements:**

The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government operation is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The Road Maintenance Technician is designated as a Low Risk Public Trust position.

Type of Background Check	Required
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace,	

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Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other	

**Knowledge, Abilities, Skills, and Certifications:**

- Knowledge of proper spelling, grammar, punctuation, and math skills sufficient to carry out essential duties.
- Knowledge of road construction and maintenance standards and processes, understanding of current work zone traffic regulations and use of appropriate safety devices and signage.
- Knowledge of road surface, drainage structures, fences, and bridge inspection methods and maintenance/repair processes and procedures.
- Knowledge of inclement weather and disaster/emergency response preparation.
- Ability to communicate effectively, both verbally and in writing.
- Ability and skill to analyze situations and adopt appropriate courses of action, to handle multiple tasks and meet deadlines.
- Ability to establish and maintain professional relationships with co-workers at all levels.
- Skill to analyze and interpret work orders.
- Skill in the safe and efficient use of equipment and tools required in carrying out assignments.
- Skill in minor equipment repair.
- Skill in the preparation and development of required reports.

**Application Instructions:**

- Go to [www.lagunapueblo-nsn.gov](http://www.lagunapueblo-nsn.gov) and click on Employment Opportunities for application instructions and application form. ***Read instructions prior to completing application form; incomplete applications will not be considered.*** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
  1. E-mail to [POLemployment@pol-nsn.gov](mailto:POLemployment@pol-nsn.gov);
  2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
  3. Deliver to the Human Resources Office, 22 Capital Road; Laguna, NM
  4. Fax to (505) 552-9675
- For more information, contact Clarice Chavez, at (505) 552-5785 or by e-mail at the above address.

**LAGUNA TRIBAL MEMBER PREFERENCE APPLIES**