

PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2023-83

OPEN TO IN-HOUSE and EXTERNAL APPLICANTS

POSITION: Director, Public Works
OPENING DATE: January 17, 2024
CLOSING DATE: Open until Filled
DEPARTMENT: Public Works Directors Office
SALARY RANGE: E17; \$61,446 - \$102,369

Position Summary:

Under general direction of the Chief of Operations, provides oversight, direction, and leadership to the programs within the Public Works Department. Creates a work environment that encourages ethical conduct, respectful interpersonal relations, open communication, innovative thinking, and creative problem solving to accomplish strategic plans and objectives. Consistently applies the Pueblo's Core Values in support of Workforce Excellence. Maintains confidentiality of privileged information.

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

Essential Duties & Responsibilities:

- Develops and implements strategic plans which include short-term and long-term goals and objectives for the effective and efficient delivery of services based on established priorities and identified services.
- Ensures the provision of professional engineering services for the Pueblo in accordance with applicable laws and regulations and in accordance with the standard practices and ethics of professional engineers and scientists; provides oversight and support.
- Oversees engineering and design services for Pueblo government infrastructure, including roads, bridges, buildings (new construction and renovations), and other Pueblo physical assets.
- Provides oversight of engineering work within the department, reviews, monitors, and ensures timeliness of project completion.
- Performs project management and contract management tasks and duties for span of assigned projects.
- Reviews project plans, submittals, specifications, and other contract related documentation; recommends revisions, and/or approves documents.
- Reviews bid proposals and recommends awards in accordance with Pueblo Fiscal Management Policies and applicable procurement requirements.
- Reviews Auto Cad drawings, specifications, bid documents, contracts, and cost estimates for projects.
- Maintains consistent communication with construction Project Managers to ensure timeliness and quality of projects.
- Performs Contracting Officer tasks and duties for span of assigned projects.
- Provides status reports for departmental projects.
- Provides general direction to Program Managers. Holds regular meetings to communicate policies, procedures, regulations, goals, and updates on current projects and activities.
- Reviews/evaluates program effectiveness; identifies areas for improvement; arrives at mutually agreed upon methods and strategies to meet goals and objectives.
- Manages contracts and grants; ensures compliance with terms and conditions of awards; maintains timely communication with internal and external interested parties.
- Develops and manages department's annual budget in accordance with policies, regulations, and directives. Prepares required narrative and statistical reports.
- Reviews program budgets; ensures compliance with established goals and procedures; and recommends for final approval.
- Researches additional funding opportunities for continuation and expansion of services. Assists in the development of proposals.
- Ensures effective communication on program goals and objectives, standard operating procedures, projects and program-related activities via staff meetings or other appropriate means of communication.

- Represents the department and the Pueblo to external agencies; establishes solid relationships with programs of common interests.
- Develops public information and makes presentations on the Department's processes and procedures; implements customer/client feedback mechanisms to evaluate departmental service to the community.
- Completes performance evaluations in a timely manner. Promotes self-responsibility and accountability. Develops and implements training plans to support, develop, and expand the capacity of staff.
- Reviews recommended disciplinary actions, staff changes or reassignments. Approves, denies, or offers alternate plans of action.
- Manages staff relations by celebrating, coaching, counseling, mentoring, teaching, and disciplining employees. Encourages feedback from employees for continual management improvement.
- Assists, as directed, the Pueblo's Emergency Management Program in its response to public emergency incidents.
- Obtains required certifications within specified time limits; maintains professional knowledge by conducting research, attending relevant training and conferences, and by establishing networks with like programs.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as required.

Minimum Qualifications:

Bachelor's Degree in Construction Management, Engineering, Architecture, Business Management, Public Administration, or related field required. Ten (10) years progressive work experience in construction/project management; including three (3) years of upper-level supervisory experience, required. Master's degree preferred. FEMA/ICS 300 AND 400 (and prerequisites) certifications preferred; obtains within six (6) months of hire. A combination of relevant education and directly related work experience may be considered. Fluency in the Laguna language preferred.

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 Director, Public Works, is designated as a High-Risk Public Trust (HRPT) position.

Type of Background Check	Required
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	X
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other	

Knowledge, Skills, Abilities, and Certifications:

- Knowledge of the structure and functions of the Pueblo of Laguna.
- Knowledge of and ability to interpret applicable laws, regulations, ordinances, and legislation.
- Knowledge of proper spelling, grammar, and punctuation, and adequate math skills to carry out essential duties.
- Knowledge of engineering principles, practices, and standards adequate to carry out essential duties.
- Knowledge of construction management, construction drawings, and records retention adequate to carry out essential duties.
- Knowledge of construction safety requirements and practices adequate to carry out essential duties. Knowledge of project management, implementation, and administrative requirements adequate to carry out essential duties.

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- Knowledge of basic FEMA policies, regulations, and processes regarding emergency incident response and management.
- Ability to communicate effectively, both verbally and in writing.
- Ability to motivate and promote team building.
- Ability to establish and maintain professional relationships with co-workers at all levels and with other contacts.
- Ability to maintain confidentiality.
- Ability to handle multiple tasks, to schedule and meet deadlines.
- Ability to make solid decisions and exercise independent judgment.
- Ability to be persuasive and tactful in controversial situations.
- Ability to read, analyze, and interpret construction documents and contracts.
- Ability to work independently and meet strict timelines.
- Ability to create and present effective speeches and presentations.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to demonstrate a high level of sensitivity to community issues and concerns.
- Skill in computer use, including Word, Excel, Outlook, and software unique to program.
- Skill in analyzing problems, identifying solutions, and implementing recommendations and appropriate courses of action.
- Skill in preparation, implementation and directing project timelines and staffing plans.
- Skill in preparing, reviewing, and analyzing technical, operational, and financial reports.
- Skill and ability in program evaluation processes and procedures.
- Skill in budget preparation and administration.
- Skill in providing leadership to supervising, training, and evaluating assigned staff.

Application Instructions:

- Go to 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;
 2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
 3. Deliver to the Human Resources Office, 23 Rio San Jose Rd; Laguna, NM 87026
 4. Fax to (505) 552-9675
- For more information, contact Whitney Roughsurface, at (505) 552-5784 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES