



TAOS PUEBLO JOB DESCRIPTION

JOB TITLE: Ditch Crew Foreman
PAY GRADE: NE8
FLSA STATUS: Non-Exempt
DEPARTMENT: Water Resources
REPORTS TO: Crew Member Supervisor

GENERAL PURPOSE:

Assigns and oversees field personnel working on repairing and rehabilitating tribal irrigation ditches and infrastructure, equipment, materials, quality inspection, maintaining a safe work environment, and maintaining good communication with the supervisor. Forman is a working crew member.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

ESSENTIAL FUNCTIONS:

Helps create a work team that promotes safety, high productivity and positive attitude.

Discusses overall job performance and concerns with supervisor.

Ensures employees, including new hires, are fully trained and follow all safety procedures.

Oversees and assigns tasks on work crew.

Controls the growth of weeds on ditches, cutting weeds using weed eaters and other hand tools, and operating a weed burner.

Breaks up and removes debris such as weeds, silt, animals, branches, trash and garbage weighing up to 100 pounds.

Trims branches, opens and closes turnout, and checks gates.

Repairs damages to ditch banks.

Carries, loads, and unloads lumber, gas cans, saws, and boards to assist in the building, repairing and maintenance of ditches gates and other structures.

Observes safety rules, and ensures and maintains a safe environment.

Operates hand tools and motorized equipment.



Checks to ensure tools are in proper working order; reports defects and broken parts found on equipment.

Serves as an escort for contractors.

Performs other duties as assigned.

SUPERVISION EXERCISED:

N/A

MINIMUM QUALIFICATIONS:

Must be in good physical condition and able to lift up to 100 pounds. One year irrigation crew member experience. Experience with hand and power tools. Valid New Mexico driver's license with ability to meet Pueblo's liability insurance requirements and maintain eligibility for insurance. Must be able to pass drug test, physical, and background check, with NO prior convictions of any felonies.

Taos Pueblo reserves the right to exercise preference in hiring for qualified Tribal members/Indians in connection with all positions.

KNOWLEDGE, SKILL AND ABILITY:

- Knowledge of basic construction techniques and practices.
- Knowledge of proper safety and lifting techniques.
- Skill in using various hand tools, power tools, chain saw and other equipment.
- Ability to lead and guide the work of others.
- Ability to communicate effectively, both verbally and in writing.
- Ability to carry out instructions furnished in verbal or written format.
- Ability to operate and maintain various equipment, tools and use proper safety methods.
- Ability to work in a physically demanding position.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee regularly is required to stand, walk; use hands to finger, handle, or feel; reach with hands and arms above shoulders; stoop, kneel, crouch, or crawl; and talk or hear. The employee frequently is required to climb or balance. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.

WORK ENVIRONMENT:

Work is regularly performed both outdoors where exposure to natural weather conditions and various dusts and mists may occur. Prolonged standing and walking may be on uneven surfaces or unstable ground. Situations where safety-toe shoes, safety goggles, gloves, protective face shields, or hardhats are needed may occur. Evening and/or weekend work may be required.



EMPLOYEE'S CERTIFICATION:

I acknowledge receipt of this job description and understand the job description is subject to change by Taos Pueblo as the needs of the employer and requirements of the position change.

Employee's Signature

Date