



TAOS PUEBLO JOB DESCRIPTION

JOB TITLE: Ditch Crew Supervisor
PAY GRADE: NE9
FLSA STATUS: Non-Exempt
DEPARTMENT: Water Resources
REPORTS TO: Water Administrative Director

GENERAL PURPOSE:

Supervises and coordinates the activities of laborers in the cleaning, maintenance and repair of ditches and structures. Ensures a safe work environment and quality standards.

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:

Must be able to complete assessments and evaluate conditions of irrigation ditches, irrigation infrastructure and apparatuses, provide recommendations for repair, replacement and/or upgrades, and generate scopes of work including material, supplies and equipment.

Must be able to generate reports on daily, weekly and monthly crew and individual activities and provide project progress and status reports; must report daily progress to WAD Director, or as requested

Prioritizes, assigns, and schedules work activities and projects, monitors workflow, implements policies and procedures, reviews and evaluates work.

Makes sure laborers have the proper tools in order to complete work activities.

Conducts field inspections to evaluate personnel; ensures repairs are completed according to schedule and time limitations.

Responds to emergencies such as ditch breaks, overflows, and/or plugged crossings in a timely manner to prevent destruction or damage to tribal property.

Implements and observes safety rules to ensure and maintain a safe work environment; instructs laborers in the correct and safe use of tools and equipment.

Hosts regular staff meetings and briefings to ensure communication among personnel.

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



Fills in for crew members as needed.

Performs other duties as assigned.

SUPERVISION EXERCISED:

Improves staff effectiveness by motivating, coaching, counseling, training and recommending disciplinary action for employees; planning, delegating, monitoring, appraising job tasks and results in a timely manner, and approving time sheets.

MINIMUM QUALIFICATIONS:

High School Diploma or GED and three years construction or irrigation experience. 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 modern office practices, procedures, and equipment.
- Knowledge of correct use of equipment and tools used in repairing ditches, equipment, facilities and structures.
- Knowledge of basic construction techniques and practices.
- Knowledge of proper safety and lifting techniques.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Skill in supervising, training, and evaluating assigned staff.
- Skill in using various hand tools, power tools, chain saw and other equipment.
- Ability to communicate effectively, both verbally and in writing.
- Ability to handle multiple tasks, work independently and meet deadlines.
- Ability to develop and maintain positive working relationships with employees and the community.
- 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 physically demanding positions.

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 indoors in an office setting with a low noise level and 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