

**PUEBLO OF LAGUNA  
JOB ANNOUNCEMENT NO. 2024-60**

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

**POSITION:** Road Maintenance Technician  
**OPENING DATE:** July 11, 2024  
**CLOSING DATE:** July 19, 2024  
**DEPARTMENT:** Public Works / Roads & Range Program  
**SALARY RANGE:** NE7; \$24,960 - \$37,440

**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. 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:**

- Inspects road surfaces, drainage structures, bridges and bridge decks. Reports to Manager results of inspections and assessments, safety hazards, and needed repairs and/or maintenance.
- Mows and maintains road shoulders; repairs fences and culvert end sections; seals/patches road surfaces 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 assigned 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.
- Assists, The Pueblo's Emergency Management Programs in its response to public emergency incidents.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as assigned/required.

**Minimum Qualifications:**

Three years of work experience directly related to essential duties required. High school diploma or GED preferred. Flagger certification preferred; must obtain within six months of hire. FEMA/ICS 100 and 200 Certifications and prerequisite; must obtain within six (6) 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 (LRPT) 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	
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other	

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

- Knowledge of proper spelling, grammar, punctuation, and adequate math skills 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 and skill in basic maintenance/repair of equipment and tools used to carry out essential duties.
- Knowledge of inclement weather and disaster/emergency response preparation.
- Knowledge of occupational hazards, safe working practices and safety precautions in accordance with applicable laws and regulations regarding workplace safety.
- Knowledge of basic FEMA policies, regulations, and processes regarding emergency incident response and management.
- Ability to understand and follow oral and written instruction.
- Ability to electronically prepare and maintain work orders and daily reports.
- Ability to communicate effectively, both verbally and in writing.
- Ability 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 the preparation and development of required reports.
- Skill in basic computer use to prepare/maintain work orders, daily reports, and timesheet entry.

**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, 23 Rio San Jose Rd; Laguna, NM 87026
  4. Fax to (505) 552-9675
- For more information, contact Shondiin Lewis, at (505) 552-5785 or by e-mail at the above address.

**LAGUNA TRIBAL MEMBER PREFERENCE APPLIES**