

**PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2025-07**

OPEN TO IN-HOUSE & EXTERNAL APPLICANTS

POSITION: Roads & Range Manager
OPENING DATE: February 11, 2025
CLOSING DATE: February 19, 2025
DEPARTMENT: Public Works / Roads & Range
SALARY RANGE: E13; \$53,664 – \$80,496

Position Summary:

Under general direction of the Public Works Director, prioritizes, manages, and directs activities to meet goals and objectives of the Roads and Range program. Consistently applies the Pueblo's Core Values in support of Workforce Excellence. Maintains confidentiality of all 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:

- In collaboration with PW Director, develops program goals, objectives, policies and procedures, evaluation tools and assessments, based on established priorities.
- In collaboration with PW Director, develops and implements short-term and long-range management plans to sustain effective program operations.
- In collaboration with PW Director, develops and implements a strategic plan of operation for effective and efficient delivery of program services.
- Prioritizes, directs, schedules, manages and monitors program projects and work tasks.
- Develops on-call plan for response to emergency situations and after normal business hours calls, and distributes to relevant directors, managers, etc.
- Reviews and evaluates work products, methods and procedures.
- Coordinates construction, repair and maintenance of public and range roads; range sanitation pits; repair and maintenance of erosion control devices; maintenance of bridges & slopes and maintenance of pedestrian/bike paths.
- Coordinates transportation and range maintenance projects; confers with relevant personnel to determine work schedules and product standards and project outcomes.
- Provides support to village's officials compliant with program objectives and within budgetary parameters.
- Assists, as requested, in tribal emergency situations through provision of personnel, equipment and other program resources.
- Arranges for the maintenance and repair of program vehicles and equipment as needed.
- Maintains inventory control of supplies, materials and equipment. Makes purchases in accordance with established procurement policies and procedures.
- Maintains and manages the program's electronic Work Order system; provides information on status of work order requests; investigates and resolves issues; and develops required reports.
- Develops required financial reports, narrative project reports, revisions to plans, and other required/requested documentation.
- Prepares and administers program budget; develops budget modifications; prepares required reports and maintains cuff accounts.
- Keeps updated on new technologies, methodologies, and other trends in the field to enhance efficiency of program.
- Manages staff relations by communicating with, celebrating, coaching, counseling, and disciplining employees. Encourages feedback from staff and director for continual management improvement and reflection.
- Evaluates staff performance in a timely manner. Promotes self-responsibility and accountability.
- Develops and implements training plans to support, develop, and expand the capacity of staff.
- Communicates to staff organizational values, goals, objectives, and program related activities via appropriate communication methods.

- Ensures the safety of employees by providing adequate/appropriate equipment, ensuring program vehicles and equipment are safe, providing training, and addressing safety concerns timely.
- Represents the program and the Pueblo through effective communication and relationship building initiatives with internal and relevant external entities.
- Assists, as directed, the Pueblo's Emergency Management Program in its response to public emergency incidents.
- Maintains professional and technical knowledge by attending relevant training and workshops and establishing networks with like programs.
- Contributes to a team effort toward accomplishing tasks and achieving results.
- Performs other duties as required.

Minimum Qualifications:

High School Diploma or GED required. Six (6) years of work experience in heavy equipment operation, road maintenance and/or construction, and range work required. Three (3) years of supervisory experience required. Completion of relevant trade school education preferred. FEMA/ICS 300 and 400 (and prerequisites) Certifications preferred; must obtain within one (1) year of hire. Basic understanding of the Laguna language preferred. A combination of relevant education and directly related work experience may be considered.

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 Roads & Range Manager 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, Abilities, and Skills:

- Knowledge of Pueblo government, customs and traditions.
- Knowledge of the functions and structure of the Pueblo of Laguna.
- Knowledge of proper spelling, grammar, and punctuation, and math skills commensurate with essential duties and responsibilities.
- Knowledge of materials, methods, practices, and equipment used in road and earthen structures building maintenance and construction.
- Knowledge of Federal Road Maintenance Policies and Procedures.
- Knowledge of occupational hazards, safe working practices and safety precautions.
- Knowledge of applicable laws and regulations.
- 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 establish and maintain professional relationships with co-workers and the community.
- Ability and skill to handle multiple tasks/projects, work independently and meet strict deadlines.
- Ability to make solid decisions and exercise independent judgment.
- Skill in computer use, including Word, Excel, Outlook, and software unique to program.
- Skill in preparation of project timelines and staffing plans.
- Skill in preparing and administering budgets; in preparing and analyzing operational and financial reports.

Job Announcement No. 2025-07

- Skill in providing leadership to, supervising, training, and evaluating assigned employees.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Skill in document development with proper spelling, grammar, and punctuation.

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 Shondiin Lewis, at (505) 552-5785 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES