



PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2026-035
NATURAL RESOURCES DEPARTMENT
WATER RESOURCES MANAGER

Position Title:	Water Resources Manager	Pay Level:	\$66,940.56-\$100,410.84
Position Open Date:	5/13/2026- Until Filled	Classification:	Exempt
Position Status:	Full-Time	Location:	Natural Resources
Supervisor:	Natural Resources Director		

POSITION SUMMARY:

The Water Resources Manager leads the Pueblo's efforts to protect, manage, and enhance tribal water resources through strategic planning, technical expertise, and program leadership. This position oversees all aspects of surface and groundwater monitoring, watershed health, water rights protection, and long-range water planning. The Manager collaborates closely with tribal departments, Pueblo leadership, and federal and state partners to ensure regulatory compliance, support tribal sovereignty, and advance the Pueblo's natural resource priorities. The role requires strong analytical abilities, cultural awareness, and the capacity to communicate technical concepts clearly to diverse audiences.

This job description indicates, in general, the nature and levels of work, knowledge, skills, and other essential functions expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties required.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION & EXPERIENCE:

Master's (preferred) or bachelor's degree in hydrology, hydraulic engineering, or closely related field; AND at least four (4) years of related experience. Knowledge of water rights and/or environment policies. At least two (2) years supervisory experience.

REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:

New Mexico Driver's License
Background Investigation

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made enable individuals with disabilities to perform the essential functions.

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, or similar activities; recurring lifting or moderately heavy items such as personal computers and record boxes. The work may require specific, but common, physical characteristics and abilities such as above average agility and dexterity.

The work involves moderate risks or discomforts that require special safety precautions, e.g., working with irritant chemicals.

ESSENTIAL FUNCTIONS:

- Lead the development and implementation of water resource plans, scopes of work, and project criteria in partnership with the Natural Resources Department Director.
- Oversee creation, maintenance, and quality control of hydrologic databases; review and evaluate field data for reporting and decision-making.
- Direct the collection and interpretation of water data from multiple sources to assess availability, quality, and trends in surface and groundwater systems.
- Guide the development of hydrologic and groundwater models to support planning, restoration, and water rights protection.
- Expand and strengthen the Pueblo's water resources program, including natural resources management, watershed health, and irrigation system support.
- Ensure compliance with environmental and cultural resource regulations, including Clean Water Act programs, permitting requirements, and applicable tribal policies.
- Prepare, review, and present technical reports, grant proposals, budgets, and project updates to leadership and stakeholders.
- Lead the annual review and improvements of the Pueblo's drought preparedness and response plan.
- Oversee documentation, analysis, and submission of sampling data to EPA and other reporting systems; ensure accuracy and regulatory compliance.
- Supervises assigned staff; provide mentoring, performance oversight, and professional development.
- Draft, revise, and finalize documents such as contracts, modifications, work plans, policies, procedures, memoranda, and departmental correspondence.

- Engage community members through outreach, education, and collaborative efforts to support long-term stewardship of Pueblo water resources.
- Provide expert advice to Pueblo leadership, departments, and staff on hydrologic issues groundwater and surface water management, and water rights.
- Participate in Government-to-Government consultations with federal and state agencies alongside Pueblo leadership.
- Improve overall service delivery by developing work teams, reviewing and enhancing workflows, and recommending updated policies and procedures.
- Collaborate closely with the Pueblo's legal team on technical aspects of water rights, adjudication needs, and strategic protection of tribal water interests.
- Represent the Pueblo with professionalism, respect, and cultural integrity in all internal and external interactions.

REQUIRED KNOWLEDGE AND SKILLS:

Knowledge of:

- Subsurface and surface water hydrology.
- Hydrological processes, flow measurement techniques, and field monitoring protocols.
- Understanding of water models and incorporating field data.
- Irrigation systems and agricultural practices in a tribal community context.
- Tribal water rights, water law, and federal trust responsibilities.
- Statistical methods, data sampling techniques, and quality assurance.
- Safe work methods and safety regulations pertaining to the work.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

Skill in:

- Advanced hydrologic analysis watershed assessment, and water resource evaluation.
- Interpreting, analyzing, and presenting environmental, hydrologic, and geospatial data.
- Managing complex projects, including planning, budgeting, scheduling, and multi-agency coordination.
- Navigating regulatory processes, environmental compliance, and permitting requirements.
- Applying critical thinking and problem-solving to complex water management issues.
- Exercising sound independent judgment in meetings and technical coordination.
- Supervising, mentoring, and building capacity within technical staff.
- Using Microsoft Office, data management systems, and specialized technical software.
- Safely operating and maintaining vehicles, field instruments, and equipment.
- Calibrating, troubleshooting, and testing hydrologic monitoring systems.
- Conducting fieldwork including sampling, monitoring, and equipment maintenance.
- Preparing clear records, summaries, and reports of work performed.
- Communicating technical concepts effectively to non-technical audiences.
- Towa language preferred but not required.

To apply for the position posted, please apply as follows

Send;

Pueblo of Jemez Job Application

To;

humanresources@jemezpuablo.org

Or;

Pueblo of Jemez-Attention Human Resources Department

PO Box 100

Jemez Pueblo, NM 87024