PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2026-069
PUBLIC WORKS
DIRECTOR PUBLIC WORKS

Position Title:	Director Public Works	**Pay Level:**	$96,235.78-$144,353.66
Position Open Date:	10/29/2026-Until Filled	**Classification:**	Exempt
Position Status:	Full-Time	**Location:**	Public Works
Supervisor:	Tribal Administrator		

POSITION SUMMARY:

Responsible for management, oversight and administration of the activities, programs and staff of the Pueblo of Jemez Public Works Department, which includes the domestic water, wastewater, and solid waste systems.

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:

Bachelor of Science degree in Public Administration, Business and or related field; AND ten (10) years of management-level utilities infrastructure, construction or related field 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.

Mobility to work in a typical office setting and use standard office equipment; stamina to sit for extended periods of time; strength and agility to lift and carry up to 25 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone and in person.

ESSENTIAL FUNCTIONS:

- Plans, organizes, assigns, supervises, reviews and evaluates the work of professional, technical support and operational staff; recommends selection of staff; trains staff and provides for their professional development; administers discipline as required.
- Develops and implements goals, objectives, policies, procedures and work standards for the department; acts as a good steward of the Pueblo's fiscal resources.
- Collaborates with management to align the Pueblo's utilities infrastructure systems with the strategic plans to identify, assess and prioritize capital improvement infrastructure.
- Develops strategies and provides public works support to meet organizational needs.
- Stays abreast of trends and regulations to ensure effectiveness and compliance.
- Manages building facilities remodels, renovations, and improvements.
- Administers utilities systems in accordance with ordinances and federal laws, including the Safe Water Drinking Act and other EPA regulations.
- Partners with Indian Health Service (IHS) Office of Environmental Health & Engineering staff, Environmental Protection Agency staff, POJ Tribal Administration/Planning & Development team to address infrastructure deficiency and planning to accommodate growth.
- Manages construction and rehabilitation projects with engineers and contractors.
- Prepares work schedules and cost estimates for projects and monitors project progress against schedules and cost.
- Procures services and materials and manages contractors; solicit bids, evaluate and compare prices, material quality, and professional credentials and processes paperwork to make procurements; ensures delivery of material and/or performance of services; ensures prompt payment.
- Directs the maintenance and preparation of accurate records, files, user instructions, documentation, correspondence and a variety of written materials.
- Prepares and coordinates the submission of federal, state, local and private grant applications; performs a variety of technical and administrative tasks in support of assigned grants and financial assistance awards.
- Manages grant and project budgets; develops spreadsheets or databases to track project/grant spending; ensures grants and projects remain within the allotted budget; develops alternatives and solutions to budget challenges.
- Manages activities for the repair and safety compliance of buildings, landscapes, and offices.

- Procures and maintains facilities; provides office space, inventory, tools, supplies and vehicles for staff use.
- Prepares thorough and complete written reports on the work activities, problems, recommendations for improvements ensuring high quality and inclusion of all pertinent or substantive areas or reporting, such as statistical reports outlining the status of project goals, objectives, activities, client services.
- Identifies performance and operational problems and develops solutions.
- Makes presentations to the Tribal Administration, Utility Board, Governor and Lieutenant Governors, Tribal Council and to the community.
- Contributes to the overall quality of the department's service provision by developing and coordinating work teams and by reviewing, recommending and implementing improved policies and procedures.
- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

REQUIRED KNOWLEDGE AND SKILLS:

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation and evaluations, and the management of employees.
- Principles and practices of developing teams, motivating employees and managing in a team environment.
- Principles and practices of construction management; safety, construction and maintenance practices, procedures and techniques.
- Principles and practices of utilities infrastructure and services management.
- Domestic water, solid waste and water treatment operations and systems, maintenance practices, machinery, and related equipment.
- Job planning, prioritizing and scheduling techniques.
- Principles and practices of grant administration.
- Principles and practices of budget development and administration.
- Principes and practices of financial, and claims auditing.
- Records management principles and practices.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.
- Principles and techniques of making effective oral presentations.

Skill in:

- Planning, organizing and administering comprehensive financial and grant management and reporting.
- Program and project management.
- Planning, organizing, supervising, reviewing and evaluating the work of others.
- Interpreting, applying and explaining complex federal, state and local laws related to the areas of responsibility.
- Managing programs and projects.
- Researching and analyzing various types of data and information.

- Reading blueprints and maps.
- Using tact, discretion and prudence in dealing with those contacted in the course of the work.
- Training others in polices, procedures, and work standards related to the work.
- Developing and implementing goals, objectives, policies, procedures and work standards.
- Developing effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner.
- Preparing clear and concise reports, correspondence and other written materials.
- Using initiative and independent judgment within general policy guidelines.
- Making effective oral presentations to large and small groups.

To apply for the position posted, please apply as follows
Send;
Pueblo of Jemez Job Application
To;
humanresources@jemezpueblo.org
Or;
Pueblo of Jemez-Attention Human Resources Department
PO Box 100
Jemez Pueblo, NM 87024