



Human Resources Department Pueblo of Santo Domingo

JOB ANNOUNCEMENT

POSITION TITLE: Water Operator III

SALARY RANGE: \$23-\$25, DOE

DEPARTMENT: TUA

POSITION STATUS: Full Time

PERIOD TO APPLY: 3/25/22- 4/15/22

FLSA STATUS: Non-Exempt

SUPERVISOR: TUA Manager

JOB POSTING ID: TUA- 220325

Santo Domingo Pueblo exercises Indian Preference in employment opportunities but otherwise supports non-discrimination on the basis of age, sex, religion, disability, color, race, national origin, sexual orientation, marital status, service in the military or any other status protected by applicable law, except where required by bona fide business necessity

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

COVID 19 Vaccination Required-Reasonable accommodation considered

BASIC PURPOSE

Under direct supervision of the Utility Manager, the incumbent will be responsible for the overall technical aspects of Water operations, installation, infrastructure, and compliance with Federal operating regulations. Work is performed with minimal supervision and will be subject to review through reports and results achieved.

ESSENTIAL FUNCTIONS

- Performs all aspects of sampling, monitoring, and testing required to maintain compliance with Federal regulations governing the water quality and disinfection.
- Responsible to analyze SCADA data.
- Responsible to exercise good independent judgement and interact professionally with various construction contractors and customers.
- Responsible to prepare GANTT charting schedules, construction estimating, and supplier processes.
- Responsible to lead crew with the installation, repair, and inspection of water or wastewater lines and services.
- Monitors control panels and adjusts valves and gates manually or by remote control to regulate flow of water wells and distribution systems.
- Observes variations in operating conditions and interprets meter and gauge readings and tests results to determine levels, pressures, or disinfection requirements.
- Responsible to start and stop pumps and generators to control flow of water and wells.
- Responsible to maintain log of operations, records, meter, and gauge readings of water wells and various valving systems.
- Collects water sample using laboratory bottles and conduct laboratory tests, using testing equipment, such as colorimeter or ph meter.
- Responsible to conduct the weekend checks of the treatment plant and water operations facilities on a rotating basis.

- Operates heavy equipment safely in accordance with pipeline safety and OSHA requirements.
- Performs all aspects of a water distribution system in accordance with standards set by the authority, material, and equipment requirements.
- Ability to work extended working hours, including weekends, evenings, holidays, or “on call” will be required.
- Other duties as assigned.

REQUIRED COMPETENCIES

- **Integrity / Honesty**
All Santo Domingo Tribe employees must operate in an ethical manner by following all Santo Domingo Tribe policies and procedures relating to equipment, and proper behavior between staff and customers. Incumbent must conduct oneself above the appearance of doing something wrong.
- **Customer Service / Client Orientation**
All Santo Domingo Pueblo employees must be able to develop a clear understanding of customers’ needs and goals while maintaining clear communication with customer regarding meeting their expectations. Must follow through and respond to customers’ requests and inform them of action taken in a courteous, professional manner.
- **Teamwork**
All Santo Domingo Pueblo employees must be competent in working effectively with division members and members of other divisions to resolve common issues or problems as well as listening and seeking others’ perspective on how to complete assignments. Keeps others informed and up to date about tasks, progress, or projects.
- **Goal and Task Management**
Incumbents in this position need to be able to plan, prioritize, set goals, establish standards, coordinate tasks, show concern for deadlines, and track progress with respect to personal performance.
- **Decisiveness**
Incumbent in this position must be able to successfully determine and initiate a course of action. Requires the consideration of multiple options, information sources, and development of contingency plans.
- **Manage Resources**
Incumbents in this position must appropriately allocate a variety of resources that may include materials, money, facilities, and equipment. Requires the ability to assess needs and track progress.
- **Math skills.**
Incumbents must have the ability to apply data to formulas that determine treatment requirements, flow levels, and concentration levels.
- **Analytical skills**
Incumbent must conduct tests and inspections on water or wastewater and evaluate the results.
- **Detail oriented**
Incumbent must monitor machinery, gauges, dials, and controls to ensure everything is operating properly. Because tap water and wastewater are highly regulated by the U.S. Environmental Protection Agency, operators must be careful and thorough in completing these tasks.
- **Mechanical skills**
Incumbents must have knowledge of Water and Wastewater treatment plants and systems. They must possess the skills to work with machines, tools, and be familiar with how to operate, repair, and maintain equipment.
- **Effort and Initiative**
Incumbent must have the ability to gain the understanding when initiative can be taken into action and when approvals are necessary.

Physical Demands and Working Environment:

- Work is performed in an outdoor environment. Incumbent shall be exposed to those conditions normally encountered in an outdoor environment. Physical demands consist of sitting, standing, walking, stooping, kneeling, crouching, and crawling; using hands and fingers to handle or feel objects, tools, or controls; and lifting and carrying moderately heavy objects up to 50 pounds and/or utilizing a hand dolly to move up to 160 pounds. Incumbent frequently works near moving mechanical parts, occasionally works in high, precarious places, and can be exposed to electrical shock. Incumbent wears personal protection-protective footwear and equipment. Incumbent must be able to see and hear in the normal range, with or without correction, and communicate verbally and in written form with great facility and must be able to be understood. Incumbent must have the stamina to work long hours and overtime, if assigned.

MINIMUM QUALIFICATIONS:

- Must have a High School Diploma or equivalent.
- Water Supply Certification Level III issued by the State of New Mexico required, 2 years of experience in a Utility lead position, and/or five (5) years of experience in the Water and Wastewater industry.
- Excellent communication skills.
- Extended working hours, including weekends, may be required.
- Must be able to satisfactorily pass a background check.
- Must possess a valid driver's license and be insurable through the Pueblo of Santo Domingo's liability plan.

Please submit complete application packet. No phone calls please

- Online: santodomingopueblo.isolvedhire.com/jobs
- By email: SDTHumanResources@kewa-nsn.us
 - Subject line: **Water Operator III Application – [Your Name]**
- By mail: Santo Domingo Pueblo Human Resources, PO Box 127, Santo Domingo NM 87052
- By fax: (505) 715-4416
- In person: Human Resources Department, 10 Tesuque St, Santo Domingo NM 87052

Incomplete application packets may delay or exclude consideration of your application. A complete application packet includes the following:

- Santo Domingo Pueblo Employment Application
- Cover Letter
- Resume



Human Resources Department Pueblo of Santo Domingo

JOB ANNOUNCEMENT

POSITION TITLE: Journeyman Plumber

SALARY RANGE: \$23-\$25, DOE

DEPARTMENT: TUA

POSITION STATUS: Full Time

PERIOD TO APPLY: 3/25/22- 4/15/22

FLSA STATUS: Non-Exempt

SUPERVISOR: TUA Manager

JOB POSTING ID: TUA- 332503

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Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

COVID 19 Vaccination Required-Reasonable accommodation considered

BASIC PURPOSE

Under the direct supervision of the Utility Manager, the incumbent will be responsible to perform plumbing installations or repairs, such as replacing faucets or installing water lines. The incumbent will display strong eye-hand coordination; the physical ability to crawl, crouch, and kneel for extended periods of time; and effective customer service skills. Will work on both residential and commercial plumbing systems.

ESSENTIAL FUNCTIONS

- Assemble, install, maintain, and pressure test all pipes, fittings, and fixtures of heating, water, drainage, sprinkler, and gas systems according to specifications and plumbing codes.
- Determine sources of plumbing malfunctions and complete repairs as indicated or according to work orders.
- Locate and mark positions for connections and fixtures.
- Install and repair pipes, fittings, valves, fixtures, and plumbing system equipment, including sinks, commodes, water heaters, water softeners, etc.; install supports and hangers for pipe, fixtures, and equipment.
- Read blueprints, drawings, and specifications to determine the layout of plumbing systems, water supply networks and waste and drainage systems.
- Plan, install and service plumbing systems, fixtures, piping equipment and controls, test pipe systems and fixtures for leaks.
- Repair dishwashers and kitchen equipment that incorporate gas or water consumption.
- Receive and complete work orders.
- Select material and hardware and make time and materials estimates.
- Maintain accurate records on material and labor used.

- Maintain inventory of district-owned tools, equipment, and materials.
- Inspect jobs upon completion and ensure areas are clean.
- Work with TUA Director and supervisors to complete projects.
- Detect needed repairs on buildings, grounds, and equipment following established inspection procedures.
- Extended working hours, including weekends, evenings, holidays, or “on call” is required.
- Perform other duties as assigned.

REQUIRED COMPETENCIES

- **Building code knowledge** – strong familiarity with building codes and current laws and regulations affecting plumbers is crucial for those seeking to excel in this field
- **Coordination** – journeyman plumbers must have the dexterity and eye-hand coordination to handle and install small washers, nuts, O-rings, and gaskets
- **Blueprint reading** – when involved in new home or building installations, journeyman plumbers must be able to read drawings, schematics, and blueprints to ensure proper installation of new lines and pipes
- **Troubleshooting** – understanding how to check for leaks and determine what needs to be repaired or replaced to keep plumbing systems operational is necessary for journeyman plumbers
- **Organizational skills** – keeping tools and work areas clean and orderly and maintaining a proper supply of plumbing parts is a desirable quality many employers seek in journeyman plumbers
- **Communication skills** – from verbally communicating with customers, vendors, and master plumbers to writing up estimates and work orders, communication is of the utmost importance for journeyman plumbers

MINIMUM QUALIFICATIONS:

- Must have a High School Diploma or equivalent.
- Must be able to lift a minimum of fifty (50) pounds on a regular basis and sustain prolonged walking and standing.
- Journeyman Plumber License (JP or JPG) required, five (5) years of trade experience related to the duties and responsibilities of the position.
- Extended working hours, including weekends, may be required.
- Must be able to satisfactorily pass a background check.
- Must possess a valid driver’s license and be insurable through the Pueblo of Santo Domingo’s liability plan.

Please submit complete application packet. No phone calls please

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- By email: SDTHumanResources@kewa-nsn.us
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- By fax: (505) 715-4416
- In person: Human Resources Department, 10 Tesuque St, Santo Domingo NM 87052

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JOB OPPORTUNITIES

Santo Domingo Tribal Programs

TUA

Department:
Hiring Manager:

Water Operator III

Tribal Utility Authority
TUA Manager

TUA

Department:
Hiring Manager:

Journeyman Plumber

Tribal Utility Authority
TUA Manager

Construction

Department:
Hiring Manager:

Facilities Maintenance/Electrician

Facilities/Project
Facilities/Project Director

KHOP

Department:
Hiring Manager:

Lifestyle Coach

Kewa Health Outreach Program
KHOP Director

TANF

Department:
Hiring Manager:

Eligibility Specialist, PT

TANF
TANF Director

IT Dept

Department:
Hiring Manager:

Administrative Assistant

KEWA-ISP
IT Director

Kewa House

Department:
Hiring Manager:

Home Living Technician (VSSA)

Kewa House
Kewa House Manager

Kewa House

Department:
Hiring Manager:

Home Living Technician Part Time

Kewa House
Kewa House Manager

Kewa House

Department:
Hiring Manager:

Home Living Technician Full Time

Kewa House
Kewa House Manager

Family Services

Department:
Hiring Manager:

Assistant Victim Advocate

Family Services
Family Services Director

Family Services

Department:
Hiring Manager:

Family Services Worker

Family Services
Family Services Director

CHR

Department:
Hiring Manager:

CHR Generalist

CHR
CHR Manager

March 25, 2022

APPLY ONLINE or IN OFFICE TODAY!

santodomingotribe.org/careers

<https://santodomingopueblo.isolvedhire.com/internaljobs/>

HUMAN RESOURCES DEPARTMENT

P.O. BOX 127 | SANTO DOMINGO PUEBLO, NM 87052

Office: (505) 585-0111 | Fax: (505) 715-4416

Email: SDTHumanResources@kewa-nsn.us



Human Resources Department
 PO Box 310
 Santo Domingo Pueblo, NM 87052
 SDTHumanResources@kewa-nsn.us
 (505) 465-2214 x2258

APPLICATION DATE: _____

Santo Domingo Tribe members will have hiring preference whenever possible. Otherwise, Santo Domingo Tribe is an Equal Employment Opportunity employer. All applicants will be considered for employment without regard to race, color, religion, creed, gender, national origin, age disability, sexual orientation, marital or veteran status, or any other status protected by law.

APPLICATION FOR EMPLOYMENT

LAST NAME		FIRST	MIDDLE	OTHER NAMED USED IN EMPLOYMENT	
MAILING ADDRESS			CITY	STATE	ZIP CODE
PRIMARY PHONE NUMBER		ALTERNATE PHONE NUMBER		EMAIL ADDRESS	
ARE YOU ELIGIBLE FOR EMPLOYMENT IN THE U.S.A.? <input type="checkbox"/> YES <input type="checkbox"/> NO			ARE YOU MEMBER OF A TRIBE? <i>Native American Preference</i> <input type="checkbox"/> SANTO DOMINGO TRIBE <input type="checkbox"/> OTHER TRIBE <input type="checkbox"/> NO		
POSITION DESIRED (Only one (1) position per application is accepted).				RATE OF PAY DESIRED	
TYPE OF WORK DESIRED <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART-TIME <input type="checkbox"/> ON CALL/SPECIAL EVENTS <input type="checkbox"/> SEASONAL/TEMPORARY				AVAILABLE START DATE	
PLEASE GIVE SPECIAL SKILLS OR TRAINING THAT QUALIFY YOU FOR THIS POSITION.					
PROFESSIONAL LICENSES, CERTIFICATES OR REGISTRATION				ARE YOU 21 OR OLDER? <input type="checkbox"/> YES <input type="checkbox"/> NO	
HOW DID YOU LEARN ABOUT THIS JOB?				<i>(NEWSPAPER, AGENCY, CURRENT EMPLOYEE, ETC?)</i>	
WERE YOU PREVIOUSLY EMPLOYED BY SANTO DOMINGO TRIBE? <input type="checkbox"/> YES <input type="checkbox"/> NO <i>If yes, give dates and position you held.</i>					
NAME(S) OF RELATIVE(S) CURRENTLY EMPLOYED AT SANTO DOMINGO TRIBE					

EDUCATION

	NAME AND LOCATION OF SCHOOL	COURSE OF STUDY	NUMBER OF YEARS COMPLETED	DID YOU GRADUATE?	DEGREE / DIPLOMA
HIGH SCHOOL				<input type="checkbox"/> YES <input type="checkbox"/> NO	
COLLEGE				<input type="checkbox"/> YES <input type="checkbox"/> NO	
OTHER				<input type="checkbox"/> YES <input type="checkbox"/> NO	

(Continued, page 2)

EMPLOYEE WORK HISTORY

Please give accurate, complete full-time and part-time record. Start with present or most recent employer.

Name:

COMPANY NAME		TELEPHONE
ADDRESS		DATE OF EMPLOYMENT FROM: _____ TO: _____
JOB TITLE	SUPERVISOR'S NAME	RATE OF PAY START: _____ FINAL: _____
POSITION DESCRIPTION	REASON FOR LEAVING	
COMPANY NAME		TELEPHONE
ADDRESS		DATE OF EMPLOYMENT FROM: _____ TO: _____
JOB TITLE	SUPERVISOR'S NAME	RATE OF PAY START: _____ FINAL: _____
POSITION DESCRIPTION	REASON FOR LEAVING	
COMPANY NAME		TELEPHONE
ADDRESS		DATE OF EMPLOYMENT FROM: _____ TO: _____
JOB TITLE	SUPERVISOR'S NAME	RATE OF PAY START: _____ FINAL: _____
POSITION DESCRIPTION	REASON FOR LEAVING	
COMPANY NAME		TELEPHONE
ADDRESS		DATE OF EMPLOYMENT FROM: _____ TO: _____
JOB TITLE	SUPERVISOR'S NAME	RATE OF PAY START: _____ FINAL: _____
POSITION DESCRIPTION	REASON FOR LEAVING	
MAY WE CONTACT THE EMPLOYERS LISTED ABOVE? IF NOT, PLEASE INDICATE BELOW:		
Do Not Contact:	Reason	

(Continued, page 3)

*Have you ever been convicted of a felony? Yes No If yes, please explain.

*Have you ever had your driver's license suspended or revoked as a result of moving violation(s)?
 Yes No If yes, please explain.

**Information supplied on conviction record will not necessarily bar applicant from consideration for employment. Nature of, reason for, and time elapsed since conviction will be reviewed in light of the duties of the job sought.*

Is there any reason why you cannot perform the duties for the position in which you are applying? You may review job descriptions in the Human Resources office. The Human Resources office does NOT make copies for the public.

Yes No If yes, please explain:

Santo Domingo Tribe complies with the Drug Free workplace Act of 1988, Executive Order No. 12564. As an obligation to our employees, clients and the public at large, to reasonably ensure safety in our workplace, depending on grant regulations, new employees may be subject to pre-employment drug screening. Job offers may be contingent upon negative results. The collection and testing are conducted in accordance with 49 Code of Federal Regulations Parts 40 and 382. Applicants with positive results will have the opportunity to discuss matters with the Medical Review Officer.

I have read and understand the above statement: Yes *Please initial here* _____

Note: In accordance with its sovereign powers to regulate activities within its jurisdiction, the Pueblo of Santo Domingo Tribe adheres to employment practices that ensure the selection of qualified tribal members whenever possible. In order to maximize opportunities, in accordance with Section 703 of Title VII of the Civil Rights Acts of 1964 and 1990, as amended, defined by the Bureau of Indian Affairs Requirements in 25 CFR, officially enrolled members of the Santo Domingo Tribe are given first hiring preference.

I understand this application does not constitute an employment contract of any kind. Should I be employed by Santo Domingo Tribe, I may resign such employment at any time at my discretion, with or without prior notice, and Santo Domingo Tribe may terminate my employment at any time at their discretion, with or without cause and/or prior notice.

I affirm that the above information is true and complete to the best of my knowledge. Should I be employed by Santo Domingo Tribe, any misrepresentations or false statements contained herein, or failure of a pre-employment drug screen if applicable, may be considered grounds for discharge. Santo Domingo Tribe may contact (directly or through the services of investigative agencies) the references I have listed, or any other source, to obtain all necessary information concerning my prior employment and/or personal history.

APPLICANT SIGNATURE _____ **DATE** _____