



MESCALERO APACHE TRIBE

JOB ANNOUNCEMENT

Position Title:	Utilities Manager	
Department:	Roads & Utilities Department	
Supervisor:	Public Works Director	
Employment Status:	Exempt	Grade: E4
OPENING DATE:	August 28, 2024	CLOSING DATE: OPEN UNTIL FILLED

Job Summary

Accomplishes the Utilities' Department's strategic objectives by planning, organizing, and supervising all functions required to operate and maintain roads, transportation, water, wastewater and solid waste.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

Duties and Responsibilities

- Improves staff effectiveness by hiring, counseling, training and recommending disciplinary action for employees; planning, delegating, monitoring, and appraising job tasks and results in a timely manner.
- Ensures appropriate departmental staffing levels based on efficiency and cost effectiveness; maintaining operational requirements as dictated by internal controls and management.
- Develops weekly staffing schedule and daily assignments to staff.
- Establishes, implements, and communicates goals, objectives, policies, and procedures in accordance with strategic plan.
- Achieves financial objectives by preparing and administering the annual budget, inclusive of operational plans and objectives, and recommends staffing and expenditures.
- Evaluates all programs to plan and implement priorities to meet the needs of the community and grants.
- Seeks grants and funding for the program; manages all contractual agreements between federal, state, and local agencies.
- Manages and oversees the administrative and technical daily operations of the Water, Wastewater and Solid Waste ensuring compliance with tribal, state, and federal policies and regulations.
- Ensures compliance with regulatory agencies and files periodic reports.
- Manages ongoing capital projects. Works regularly with outside contractors, department personnel and engineering staff to review progress and ensure conformance with contract specifications. Ensures that projects stay on time schedule and within cost parameters.
- Manages regulatory compliance for water and wastewater systems and negotiates required permits.
- Collects and analyzes data; prepares scheduled and special reports; maintains program/project records and statistical information.
- Oversees development and or implementation of policies and procedures of program.
- Prepares and presents reports on the status, activities, and plans for current and future operations.
- Hosts regular staff meetings to ensure communication among personnel regarding program-related activities.
- Performs other duties as assigned.

Minimum Qualifications

- A minimum of 5 years' experience in Water, Wastewater and Solid Waste.
- Qualified level 2 water operator.
- Utility experience on Native American lands is preferred.
- Must have a valid NM Driver's License and maintain one.
- Must successfully pass a pre-employment drug/alcohol screen and background investigation.

Tribal preference and Native American Indian preference shall apply to all positions

Knowledge, Skills and Abilities

- Knowledge of applicable federal, state, tribal, county, and local laws, regulations, and requirements.
- Knowledge of current applicable Federal, State and local laws, rules and regulations for Safe Drinking Water; water production; water distribution and wastewater collection systems operation, maintenance, and construction; Clean Water Act.
- Knowledge of engineering principles and practices.
- Knowledge of workplace safety requirements and practices.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Skill in preparation of project time lines and staffing plans.
- Skill in budget preparation and administration.
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Skill in providing leadership to, supervising, training, and evaluating assigned staff.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to plan and organize engineering and construction projects and read and interpret engineering designs, blueprints, specifications and contracts
- Ability to maintain confidentiality.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to work independently and meet strict time lines.
- Ability to make solid decisions and exercise independent judgment.
- Ability to be persuasive and tactful in controversial situations.
- Ability to create and present effective speeches and presentations.
- Ability to identify and secure alternative funding or revenue sources.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to prepare accurate, complete, and legible reports and create and present detailed, accurate, objective, and effective speeches and presentations.

Physical Demands

While performing the duties of this job, the employee regularly is required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee occasionally is required to sit; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds.

Work Environment:

Work is regularly performed both indoors in an office setting with a moderate noise level and outdoors where exposure to natural weather conditions and various dusts and mists may occur. Prolonged standing and walking may be on uneven surfaces or unstable ground. Situations where safety-toe shoes, safety goggles, gloves, protective face shields, or hardhats are needed may occur. Evening and/or weekend work may be required. Extended hours and irregular shifts may be required.