



## PUEBLO de SAN ILDEFONSO

Human Resources Department  
02 Tunyo Po  
Santa Fe, NM 87506

### JOB VACANCY ANNOUNCEMENT

August 31 2018

The Administration currently has a full time, Facilities Manager position available.

**JOB SUMMARY:** Under limited supervision, provides direction, management and leadership in the efforts of the Administration of Pueblo de San Ildefonso. The Facilities Manager is responsible for maintaining buildings and grounds. The Manager performs and supervises tasks related to HVAC, electrical, plumbing, carpentry, security, environmental, safety, custodial and event coordination. The Manager requires a team player attitude, excellent interpersonal and communication skills, attention to details and project coordination. The Manager administers the day-to-day operations for the Facilities Division including but not limited to water distribution system, wastewater system, solid waste, sampling, and maintenance. Performs administrative functions such as preparing work plans, budgets, grant proposals, project status report, and quarterly reports. The Manager will represent the Pueblo with relevant matters associated with this position through the Tribal Council leadership, intergovernmental institutions and interagencies, as appropriate.

**MINIMUM QUALIFICATIONS:** High School Diploma or General Equivalency Diploma (GED) required. Must be knowledgeable in general plumbing, mechanical, electrical and carpentry. Must have ten (10) years of relevant experience to the duties and responsibilities outlined or equivalent combination of training and education. Must have knowledge with water sampling, working water and wastewater facilities and infrastructure. Experience working with hand and powered tools, equipment, computers including MS Office software and various office machines. Ability to perform quality work under pressure, meet deadlines, and maintain confidentiality. Excellent verbal and written communication skills. Must be available to work weekends and flexible shifts. Must achieve and maintain U.S. EPA Tribal Water Utility Operator certification within 90 days of hire. Must have a valid drivers' license and be insurable under the Pueblo de San Ildefonso vehicle insurance policy. Position is subject to a favorable background investigation.

**APPLICATION:** A job description is available in the Human Resources office. Employment Application is accessible at: [www.sanipueblo.org](http://www.sanipueblo.org). Submit your resume and an application to the Human Resources office; via e-mail [karquero@sanipueblo.org](mailto:karquero@sanipueblo.org); or FAX: 455-4149. Call 455-4155 with questions about this position.

**DEADLINE FOR APPLYING:** Open Until Filled