



## PUEBLO DE SAN ILDEFONSO

Human Resources Department

02 Tunyo Po

Santa Fe, NM 87506

### JOB VACANCY ANNOUNCEMENT

Re-advertisement

October 22, 2021

The Administration currently has a Parks & Wildlife Assistant Tribal Ranger position available.

**PARKS & WILDLIFE ASSISTANT RANGER:** Under direct supervision, assist in the operations of the Parks and Wildlife program for the Administration of Pueblo de San Ildefonso. Assist the Manager by carrying out the day-to-day duties and responsibilities. Maintain a safe, clean and healthy environment. Positive customer relations shall be observed at all times.

#### Essential Duties and Responsibilities

Work cooperatively with other Assistant Tribal Ranger in carrying out all duties and responsibilities listed here.

Enforce applicable tribal and federal laws, regulations, and ordinances such as the Pueblo de San Ildefonso Livestock Confinement Act, Big Game Hunting Act, Fishing Lake Act and Animal Control Act.

Initiate and maintain communications with supervisor and other Assistant Ranger especially where violations have occurred. When appropriate or in an emergency, call police to investigate, arrest, and/or issue citations. Interview persons with complaints or inquiries and respond to them appropriately. Conduct preliminary investigations, gather evidence, and submit reports as required in a timely manner.

Patrol and protect all tribal land boundaries, parks and recreation areas, and wildlife areas. Maintain those areas by ensuring the facilities are secure, safe for the public, free of trash, and control vegetation growth. Maintain tribal boundaries by repairing or constructing fences, gates, placing of trespassing signs, pick up and dispose trash. Seek resources to assist in this area when needed.

Assist in maintaining and patrolling the use of Pueblo lands for livestock owners in accordance with tribal laws.

### Work Environment

Must be physically fit and must be able to demonstrate so by passing appropriate tests annually. Work is performed in the field and office. Job duties will require working weekends and other duties as assigned. Requires physical ability to perform duties such as; walking and climbing over rough terrain, in streams or water and/or lifting and carrying equipment weighing up to 50 pounds plus. Some travel may be required.

**MINIMUM QUALIFICATIONS.** High School Diploma or General Equivalency Diploma required; and 3-5 years of progressively responsible work in parks, wildlife, forestry or related field; or, an equivalent combination of higher education and experience. CPR and First Aid certification required. Excellent communication, written and verbal skills. Excellent people skills. Proficiency in MS Office software is a preferred. Ability to perform quality work under pressure and meet deadlines. Must maintain confidentiality. Must have a valid driver's license and must be insurable under the Pueblo de San Ildefonso vehicle insurance policy.

**APPLICATION:** A job description and application are available in the Human Resources office. Submit your resume and an application to the Human Resources office; by e-mail to [karquero@sanipueblo.org](mailto:karquero@sanipueblo.org); or by fax to (505) 455-7351 to the attention Human Resources. Call (505) 455-4155 with questions about this position.

**DEADLINE FOR APPLYING:** Open Until Filled