



**PUEBLO OF ISLETA  
HUMAN RESOURCES DEPARTMENT  
P.O. BOX 1270, ISLETA, NM 87022  
PH. # 505.766.6623 FAX # 505.869.2812  
E-Mail Address: poi70104@isletapueblo.com**

**JOB ANNOUNCEMENT**

**POSTING DATE: OPEN CONTINUOUSLY  
POSTING DATE ENDING: Continuously  
accepting applications  
(POSTED IN AND OUT)**

**TITLE: LABORER**

**LOCATION: ISLETA PUEBLO HOUSING AUTHORITY**

**NO. OF POSITIONS: 6 (Temp. Part Time)**

**POSITION # & POSTING#: 40527-40532 (Posting #'s 037-042)**

**STATUS: NON-EXEMPT**

**GRADE: A1**

**STARTING SALARY: \$8.99/Hr. to \$10.75/Hr. (Depending on Experience)**

**DESCRIPTION OF WORK**

**General Statement of Duties:** Provides manual labor assistance to Construction Foreman, Carpenters, and Maintenance personnel with the minor renovations performed by the Isleta Pueblo Housing Authority.

**Supervision Received:** Works under the direct supervision of the Force Account Crew Superintendent.

**Supervision Exercised:** None.

**DUTIES AND RESPONSIBILITIES:**

1. Provides scheduled or emergency laborer assistance for the complete housing program.
2. Performs minor painting, carpentry, or plumbing, assignments and performs other tasks related to the housing renovations.
3. Drives tribal vehicles and equipment to various work sites.
4. Loads or unload supplies, equipment, or materials.
5. Uses a variety of common hand tools or small power equipment.
6. Wears safety equipment such as goggles, harnesses, helmets, etc.
7. Keeps all supplies and equipment in a safe and well-controlled area.
8. Performs miscellaneous repair, labor, and maintenance work as assigned.
9. Maintains building and worksite free of debris.

10. Works occasional after normal work hours or on weekends when required.
11. Completes other duties as assigned.

**EDUCATIONAL & EXPERIENCE REQUIREMENTS:**

1. High school diploma or GED preferred but not required. Prior experience in the construction field or related fields a plus. Class 5 Drivers license will be required.

**NECESSARY SPECIAL REQUIREMENTS:**

- 1 Tribal member with the ability to speak Tiwa preferred.
- 2 Knowledgeable of basic tools and materials used in construction trade.
- 3 Knowledgeable of operation and maintenance of hand and power tools.
- 4 Ability to understand and follow verbal and written instructions.
- 5 Ability to learn from direct on-the-job experience.
- 6 Knowledgeable of basic safety requirements and practices.
- 7 Ability to respond to emergency job situations after hour or weekend calls.
- 8 NM Class 5 Driver license with a good driving record in order to meet POI insurance requirements.

**WORKING CONDITIONS:**

Work requires extensive lifting, bending, carrying, loading, unloading and transporting equipment and supplies weighing up to 100 lbs and while wearing safety equipment. Works extended periods of time in an outdoor environment and exposed to inclement weather. May be exposed to hazards such as heights, fumes, chemicals, dust, heat, glass chips, and power equipment.

**OTHER:**

May be required to furnish own manual tools.

Vjj/HR/6-1-07

SUBMIT APPLICATION/RESUME TO HUMAN RESOURCES DEPARTMENT, LOCATED IN THE GOVERNOR'S OFFICE OR MAIL TO HUMAN RESOURCES DEPARTMENT, PUEBLO OF ISLETA, PO BOX 1270, ISLETA, NM 87022

\*\*\*THE PUEBLO OF ISLETA IS A DRUG-FREE WORKPLACE\*\*\*