



**PUEBLO OF ISLETA**  
**HUMAN RESOURCES DEPARTMENT**  
**P.O. BOX 1270, ISLETA, NM 87022**  
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**VACANCY ANNOUNCEMENT**

**POSTING NO: 022-19**

**OPENING DATE: 01/25/2019**

**CLOSING DATE: 02/25/2019**

**POSTED: IN & OUT**

**POSITION:** Laborer  
**PAY GRADE:** HA2 (\$9.22/ph to \$10.83/ph)  
**FLSA STATUS:** Non-Exempt  
**POSITION TYPE:** Full Time  
**FUNDING SOURCE:** POI/Grant Funded  
**DEPARTMENT:** Housing Authority  
**REPORTS TO:** Superintendent  
**BACKGROUND LEVEL:** Child Care

**JOB PURPOSE:** Provides manual labor assistance to Construction Foreman, Carpenters, and Maintenance personnel with the minor renovations, construction, installation and repair performed on homeownership units, tribal buildings and rental housing units.

*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.*

**JOB DUTIES:**

- Provides scheduled or emergency laborer assistance for the housing program.
- Performs minor painting, carpentry, electrical, maintenance, or plumbing assignments and other tasks related to the housing renovations as assigned.
- Drives tribal vehicles and equipment to various work sites.
- Loads or unload supplies, equipment, or materials.
- Uses a variety of common hand tools or small power equipment in a safe manner.
- Keeps all supplies and equipment in a safe and well-controlled area.
- Performs miscellaneous repair, labor, and maintenance work as assigned.
- Maintains building and worksite free of debris.
- Provides assistance to semiskilled and skilled journeymen in their areas of discipline.
- Assists in digging for and setting water, gas and sewer service lines. Operates backhoe and other equipment.
- Assists shipping and receiving, unloading trucks, checking in merchandise, matching purchase orders to sales orders and stocking in warehouse.
- Ensures truck is loaded with needed supplies prior to driving to work site.

- Maintains confidentiality of information.
- Performs other duties as assigned.

**SUPERVISION RESPONSIBILITIES:** N/A

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- High School Diploma/GED preferred.
- Prior experience in the construction field preferred.
- Backhoe and/or forklift experience preferred.
- Tiwa speaking preferred.
- Valid New Mexico driver's license with Class 5 endorsement with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Must be able to pass background check, with NO prior convictions of any felonies
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies

**KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:**

- Knowledge of use of maintenance tools, chemicals, cleaners, and disinfectants.
- Knowledge of basic tools and materials used in construction trade.
- Knowledge of operation and maintenance of hand and power tools.
- Knowledge of the methods and practices used in carpentry and repair work.
- Knowledge of occupational hazards and applicable safety practices.
- Skill in the safe operation of power tools and shop equipment.
- Ability to communicate effectively in the English language 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 use hand tools, electrical tools, and maintenance equipment.
- Ability to understand and follow verbal and written instructions.
- Ability to learn from direct on-the-job experience.
- Ability to respond to emergency job situations after hour or weekend calls.

**PHYSICAL DEMANDS:**

- Work requires ability to stand and walk for up to 8 hours per day.
- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Work requires extensive lifting, bending, carrying, loading, unloading and transporting equipment and supplies.
- Standing and walking may be on uneven surfaces or unstable ground.
- Requires extensive repetitive use of hands and arms to use tools.
- Position requires frequent lifting of up to 100 lbs while wearing safety equipment.

**WORK ENVIRONMENT**

- Work is performed in a typical indoor and outside environment.
- Noise level is usually moderate to loud.
- Exposure to natural weather conditions and various dusts and mists may occur while performing outdoor duties.

- Exposure to hazards such as heights, fumes, chemicals, dust, heat, glass chips, and power equipment.
- Work requires use of safety equipment, safety-toe shoes, goggles, gloves, harnesses, helmet, protective face shields and/or hardhats.
- Travel may be required.

**PREFERENCE:**

Tribal preference and Native American Indian preference shall apply to all positions at Pueblo of Isleta.