



**PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
P.O. BOX 1270, ISLETA, NM 87022
PHONE: (505) 869-7584 FAX: (505) 869-7579
EMAIL: poiemployment@isletapueblo.com**

**VACANCY ANNOUNCEMENT
READVERTISEMENT**

POSTING NO: 074-19

OPENING DATE: 04/17/2019

CLOSING DATE: 05/21/2019

POSTED: IN & OUT

POSITION: School Maintenance Technician
PAY GRADE: NE6 (\$12.70/ph to \$14.92/ph)
FLSA STATUS: Non-Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: Grant Funded
DEPARTMENT: Elementary School
REPORTS TO: Education Program Administrator
BACKGROUND LEVEL: Child Care

JOB PURPOSE:

Inspects and performs basic and routine maintenance and repair on the buildings, grounds, equipment and furnishings at the Elementary School.

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:

- Maintains and repairs buildings by performing routine painting, plumbing, electrical wiring, and other related maintenance activities.
- Installs equipment, fixtures, appliances, tiles, windows, doors, cabinetry according to manufacturer specifications as needed.
- Monitors, regulates and inspects HVAC equipment. Assists in the maintenance of HVAC systems with the replacement of motors and other mechanical parts; replaces air-conditioning filters as needed. Prepares equipment for annual inspections.
- Notifies management concerning needs of major repairs or additions to lighting, heating, ventilating and equipment.
- Performs repairs. Avoids disrupting school activities except during emergencies.
- Prepares for fire, health and safety inspections.
- Monitors electrical, lighting and alarm systems.
- Anticipates and replenishes supplies to avoid work schedule interruptions. Ensures supplies are labeled and stored safely.
- Cleans, moves and arranges furnishing, supplies and equipment.
- Maintains logs and records of work performed and materials and equipment used.

Readvertised 05/08/2019

- Maintains parking areas and grounds, including plant care, litter control, snow removal, and exterior signage and striping.
- Ensures proper care in the use and maintenance of equipment and supplies.
- Documents facility maintenance and maintains appropriate records on equipment, warranties, inspections, and work performed.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

PLEASE BE SPECIFIC REGARDING QUALIFICATIONS, AND INCLUDE DOCUMENTS THAT CONFER THE HIGHEST LEVEL OF EDUCATION, CERTIFICATION AND LICENSES.

- High School Diploma/GED.
- Three years general maintenance work experience required.
- Training in a skilled trade or licensure is preferred.
- Must be able to pass a TB screening.
- Valid New Mexico driver's license 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 safe operation of tools, power tools and grounds keeping equipment.
- Knowledge of grounds keeping, maintenance, and repairs.
- Knowledge of use of maintenance tools, chemicals, cleaners, and disinfectants.
- Knowledge of the methods and practices used in preventive maintenance and repair work.
- Knowledge of occupational hazards and applicable safety practices.
- Skill in the safe operation of power tools and shop equipment.
- Ability to learn the methods caring for buildings, grounds, and equipment.
- Ability to work flexible hours including occasional weekends.
- Ability to communicate effectively, both verbally and in writing.
- Ability to follow verbal or written instructions.
- Ability to use hand tools and electrical tools.
- Ability to prioritize and accomplish tasks within strict deadlines.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to respond to and remain calm in emergency or crisis situations.

PHYSICAL DEMANDS:

- Stand and walk for up to 8 hours per day.
- Talk, hear, stoop, bend; kneeling, climbing; use hands to handle objects, equipment, controls and reach with arms and hands; carry equipment and supplies.
- Considerable physical activity; heavy physical work; heavy moving, lifting, pushing, or pulling of objects up to 50 pounds is a primary part of the job.

WORK ENVIRONMENT

- Work is performed in an indoor setting and outdoor environment.
- Exposure to natural weather conditions and various dusts, insects and mists may occur while performing outdoor duties.
- Exposure to dirt, fumes and cleaning agents.
- Employee will be exposed to unpleasant odors, bodily fluids, blood borne pathogens, hazardous material and infectious disease.
- Situations occur where surgical masks, safety goggles, gloves and protective face shields are needed.

PREFERENCE:

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