



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

**POSTING NO: 091-19**

**OPENING DATE: 05/31/2019**

**CLOSING DATE: 06/13/2019**

**POSITION:** Septic Truck Driver  
**PAY GRADE:** NE7 (\$13.97/ph to \$16.42/ph)  
**FLSA STATUS:** Non-Exempt  
**POSITION TYPE:** Full Time  
**FUNDING SOURCE:** POI Funded  
**DEPARTMENT:** Public Services Division  
**REPORTS TO:** Utilities  
**BACKGROUND LEVEL:** Public Trust

**POSTED: IN & OUT**

**JOB PURPOSE:**

Performs general maintenance work, and drives and operates the septic pumper truck to assist the Pueblo of Isleta in maintaining compliance with tribal and federal community health regulations.

*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:**

- Operates the septic tank pumper truck to drive from base sites to job sites in a safe and secure manner.
- Receives and completes daily work orders and follows oral and written instructions.
- Operates vacuum pumps with appropriate safety and health precautions needed to transport raw sewage to the dumpsite.
- Uses appropriate septic tank chemicals as directed.
- Determines type of equipment and hoses to be used at different work sites.
- Uses hand tools such as shovels, crowbars, wheelbarrows, etc. as needed.
- Completes daily inspection of pumper truck and assists in the maintenance of equipment and vehicles.
- Interacts with community members on a daily basis.
- Informs supervisor of possible health or safety violations regarding septic tanks.
- Work on-call hours and responds to emergencies as they occur.
- Maintains an effective working relationship with co-workers.
- Addresses work orders in HOTSOS for failed systems, including pumps, tanks, drain fields, etc.
- 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.
- One year experience in operation of septic pump driving preferred.
- Valid New Mexico CDL Class B license required; must obtain tanker endorsement within six months from date of employment.
- Tiwa speaking preferred.
- Ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Current Hepatitis A & B and Tetanus shots required.
- 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 applicable federal, state, county and local laws, regulations, and requirements followed for safe operation of a septic pumping truck and waste disposal.
- Knowledge of Federal, State, and Tribal traffic rules and regulations.
- Knowledge of septic systems, equipment, chemicals or materials used to maintain various septic systems.
- Skill in using hand, air and power tools.
- Ability to operate a two-way radio.
- Ability to use HOTSOS software for daily work orders.
- Ability to anticipate, recognize and evaluate hazardous conditions, as well as develop hazard and safety control methods.
- Ability to work various schedules and extended hours.
- Ability to work independently and meet strict time lines.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to establish and maintain professional relationships with the public and co-workers.
- Ability to make solid decisions and exercise independent judgment.
- Ability to drive in all weather conditions.

### **PHYSICAL DEMANDS:**

- 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 is a primary part of the job.
- Must be able to operate controls on the inside of the cab with the left hand in order to operate the outside lift arm.
- Position requires ability to lift 100 lbs.

**WORK ENVIRONMENT**

- Work is performed in an outdoor environment or vehicle in extreme weather conditions.
- Noise level is usually high.
- Exposure to fumes, chemicals and other noxious odors, vehicle exhaust, jolting, shaking, vibrations and noise while performing duties.
- Appropriate vaccinations are required, and will be paid for by the Pueblo of Isleta.
- Situations where safety-toe shoes, safety goggles, gloves, or protective face shields are needed may arise.
- Travel within the Pueblo area is required and working in sensitive and/or hazardous areas is common.

**PREFERENCE:**

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