



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

**\*\*RE-ADVERTISED\*\***

**POSTING NO: 038-20**

**OPENING DATE: 01/15/2020**

**CLOSING DATE: 03/09/2020**

**POSTED: IN/OUT**

**POSITION:** SYP Aquatic Aide (3)  
**PAY GRADE:** NE1 (\$10.00)  
**FLSA STATUS:** Non-Exempt  
**POSITION TYPE:** Temp. Part-Time  
**FUNDING SOURCE:** POI Funded  
**DEPARTMENT:** Parks & Recreation  
**REPORTS TO:** Aquatic Coordinator  
**BACKGROUND LEVEL:** Child/Elder

**JOB PURPOSE:** Assists the aquatic staff with cleaning and maintenance in and around the swimming pool.

*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:**

- Assists with various maintenance jobs in the pool area.
- Participates in various cleaning chores in the pool area to include sweeping, throwing away trash; ensures cleanliness of pool area.
- Performs hourly water checks to determine the proper chemical level in the pools. Reads and documents results; informs staff of an in-balance in chemicals.
- Serves as receptionist by answering phone calls and taking messages.
- Vacuums wading and main pools as needed to ensure cleanliness of pool.
- Other duties as assigned.

**SUPERVISION RESPONSIBILITIES:** N/A

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- 16 years of age.
- 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.
- Must have fingerprinting completed prior to employment.

**KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:**

- Skill in treating internal and external customers with tact, courtesy, and respect.
- Ability to maintain confidentiality.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to carry out instructions furnished in verbal or written format.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to handle multiple tasks and meet deadlines.
- Ability to exercise independent judgment.

**PHYSICAL DEMANDS:**

- Ability to swim, stoop, kneel, crouch, or crawl in different situations.
- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires frequent lifting of 25 lbs.

**WORK ENVIRONMENT**

- Work is performed in a swimming pool environment.
- Exposure to pool chemicals, fumes, or other household cleaning supplies; extended exposure to heat and humidity in pool area will occur.
- Frequent interaction with the public.
- Noise level is usually moderate.

**PREFERENCE:**

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