



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

**POSTING NO: 140-20**

**OPENING DATE: 09/09/2020**

**CLOSING DATE: Open Until Filled**

**POSITION:** Grounds Maintenance Worker

**POSTED:** IN/OUT

**PAY GRADE:** NE2 (\$12.00/hr. - \$16.20/hr.)

**FLSA STATUS:** Non-Exempt

**POSITION TYPE:** Full Time

**FUNDING SOURCE:** POI Funded

**DEPARTMENT:** Public Works

**REPORTS TO:** Grounds Maintenance Foreman

**BACKGROUND LEVEL:** Child/Elder

**JOB PURPOSE:** Provides labor assistance and equipment operator in the maintenance of the Pueblo of Isleta parks and Tribal facilities.

*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:**

- Cuts grass, trims edges, digs trenches, levels ground, cuts weeds, trims shrubs and tree branches, picks up debris, spreads bark or mulch, and other grounds keeping duties as assigned.
- Sets up for recreation department activities and programs; repairs play equipment as requested.
- Assists in the repair of broken water lines; adjusts sprinkler heads as needed.
- 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 buildings and worksite free of debris.
- 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:**

- Three years labor and equipment operator experience.
- Tiwa speaking preferred.
- 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 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 sit or 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.
- Evening, weekend or holiday hours may be required.
- Travel may be required.

**PREFERENCE:**

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