



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

****RE-ADVERTISEMENT****

POSTING NO: 123-20

OPENING DATE: 07/23/2020

CLOSING DATE: Open Until Filled

POSTED: IN/OUT

POSITION: Groundskeeper
PAY GRADE: NE2 (\$12.00/hr.-\$16.20/hr.)
FLSA STATUS: Non-Exempt
POSITION TYPE: Part-Time
FUNDING SOURCE: POI Funded
DEPARTMENT: C-Stores
REPORTS TO: Store Manager
BACKGROUND LEVEL: Public Trust

JOB PURPOSE: Performs routine indoor and outdoor maintenance and cleaning assignments to ensure the Isleta Travel Center and/or Isleta One Stop are well-kept in a safe and sanitary manner.

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:

- Performs daily assignments that include janitorial and grounds maintenance duties related to the upkeep of the Convenience Store.
- Maintains C-Store parking lot and gas pump areas through snow and ice removal, cleaning of minor oil or gas spills, supply restocking and trash pick up.
- Waters all planted vegetation on a regular basis and performs weed eradication.
- Performs minor repair work as directed and reports major repairs to the Store Manager.
- Drives tribal vehicles for trash disposal and other tasks.
- Inspects the building, grounds and equipment, and reports safety and security concerns to the Store Manager.
- Stocks frequently used maintenance supplies, equipment, and tools.

- Assures the maintenance and repair of all maintenance/groundskeeping equipment, hand tools, power tools, and supplies are safe, operational and secure from loss of theft or environmental damage.
- Typically operates a power wash to clean perimeter of fuel pumps and drives the company truck to empty trash or perform related perimeter cleanliness activities.
- Uses a variety of hand and power tools in a safe and efficient manner.
- Observes safety rules, and ensures and maintains a safe and clean environment.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- High School Diploma/GED.
- Must be able to work a varying and flexible work schedule to include days, evenings, nights, weekends, and holidays.
- Must be able to take direction and feedback well and must possess strong organization and time management skills.
- Must be able to accurately and successfully perform several tasks and work well under moderate levels of stress.
- Must be able to work cooperatively and professionally with others employees in a team environment and independently.
- 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.
- 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 the methods and practices used in preventive maintenance and repair work.
- Knowledge of occupational hazards and applicable safety practices.
- Knowledge of grounds keeping, landscaping, maintenance, and repairs.
- 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 prepare and maintain work orders.
- Ability to prioritize and accomplish tasks within strict deadlines.
- 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.
- Position requires frequent lifting of 50 lbs.

WORK ENVIRONMENT:

- Work is performed in indoor and outside environment.

- Exposure to natural weather conditions and various dusts and mists may occur while performing outdoor duties.
- Situations occur where safety-toe shoes, safety goggles, gloves, protective face shields, or hardhats are needed.
- Exposure to gas fumes, automobile fluids, and cleaning agents.
- Noise level is usually high.
- Evening and/or weekend work may be required.

PREFERENCE:

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