



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

POSTING NO: 118-21

OPENING DATE: 07/23/2021

CLOSING DATE: Open Until Filled

POSTED: IN/OUT

POSITION: Maintenance Technician
PAY GRADE: NE5 (\$15.97/hr - \$21.56/hr)
FLSA STATUS: Non-Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: POI Funded
DEPARTMENT: Public Works
DIVISION: Facilities
REPORTS TO: Maintenance Foreman
BACKGROUND LEVEL: Child/Elder

JOB PURPOSE: Performs basic and routine maintenance and custodial duties on Tribal Services Complex 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:

- Maintains buildings by performing routine painting, plumbing, electrical wiring, and other related maintenance activities using hand tools.
- Installs fixtures, appliances, tiles, windows, doors, cabinetry according to manufacturer specifications as needed.
- Maintains and performs minor maintenance on facilities including replacement of light fixtures and air filters, painting and graffiti removal, repair of plumbing fixtures, furnaces and A/C coils.
- Notifies management concerning needs of major repairs or additions to lighting, heating, ventilating and equipment.
- Maintains logs and records of work performed and materials and equipment used.
- 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.
- Assists in the maintenance of HVAC systems with the replacement of motors and other mechanical parts; replaces air-conditioning filters as needed.
- Inventories and requests equipment and supplies.
- Cleans and maintains all other tribal common areas and grounds as directed; performs general maintenance, custodial and trash removal tasks as needed.
- Assists other maintenance personnel as directed.
- Maintains confidential information.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- High School Diploma/GED.
- Three years general maintenance work experience required; or equivalent combination of education and experience.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Must pass background check for position.
- 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 the pueblo community, surrounding areas, and the city of Albuquerque.
- 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.
- Skill in the use of cleaning tools, chemicals, cleaners, and disinfectants.
- Ability to learn the methods of cleaning and 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 interior 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.
- Noise level is usually minimal.

PREFERENCE:

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