



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

**POSTING NO: 079-22**

**OPENING DATE: 05/06/2022**

**CLOSING DATE: Open Until Filled**

**POSTED: IN/OUT**

**POSITION:** Maintenance Technician  
**PAY GRADE:** HA5 (\$15.97/hr. - \$21.56/hr.)  
**FLSA STATUS:** Non-Exempt  
**POSITION TYPE:** Full Time  
**FUNDING SOURCE:** POI/Grant Funded  
**DEPARTMENT:** Isleta Pueblo Housing Authority  
**REPORTS TO:** Residential Project Manager  
**BACKGROUND LEVEL:** Child/Elder

**JOB PURPOSE:** Performs basic preventive maintenance, repair, and minor renovation on rental housing units, office buildings, homeownership units, and equipment and appliances. Maintains homebuyer and rental units in a safe, sanitary, fully functional and neat appearing condition.

*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 major and minor repair within expertise and certification.
- Performs a wide variety of tasks, requiring skills in the trades, including carpentry, painting, electrical, plumbing, heating and cooling, and cleaning duties.
- Performs minor interior and exterior repair work, as well as interior renovation projects.
- Assists with moving of equipment and furniture within housing projects.
- Provides emergency assistance with repairs as requested.
- Accesses needed repair service that is competent and fairly priced.
- Assists with annual required inspections of rental and homeownership units.
- Determines material list of supplies needed for each work order.
- Prepares estimates for materials to be used in repair jobs.
- Opens, tracks and closes out work orders; conducts data entry on work orders.
- Maintains repair and service schedules.

- Performs preventive, on-going, routine, and non-routine maintenance on rental and homeownership units and buildings.
- Prepares and completes reports on home/rental maintenance repairs performed for submission to the Supervisor.
- Performs maintenance and installs gas and electrical units and systems.
- Takes responsibility for assigned hardware items, tools, equipment, and materials utilized to perform maintenance repairs.
- Inspects equipment and tools for defects; performs minor repairs and maintenance on equipment. Refers major repairs to Supervisor.
- Conducts minor repairs to various equipment and appliances in homeownership or rental units.
- Reports all defects in housing units.
- Uses a variety of hand and power tools and precision measuring and testing instruments in a safe and efficient manner.
- Maintains grounds of the common areas and residences, including playground areas and around buildings.
- Observes safety rules, and ensures and maintains a safe environment.
- Performs other duties as assigned.

**SUPERVISION RESPONSIBILITIES:** N/A

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- High School Diploma/GED preferred.
- One year experience in general construction, building trades, maintenance, carpentry, painting, or related experience.
- Training certificate in building trades preferred.
- Tiwa speaking preferred.
- Valid New Mexico driver's license with Class 5 endorsement 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 use of maintenance tools, chemicals, cleaners, and disinfectants.
- Knowledge of major and minor repair work, which includes electrical plumbing, carpentry and painting.
- Knowledge of the methods and practices used in preventive maintenance and repair work.
- Knowledge of occupational hazards and applicable safety practices.
- Knowledge of rough and finish carpentry.
- Skill and diplomacy in working with housing participants and homebuyers.
- 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 understand and follow oral and written instruction.
- Ability to prepare and maintain work orders.

- Ability to use hand tools, electrical tools, and lawn maintenance equipment.
- Ability to prioritize and accomplish tasks within strict deadlines.
- Ability and willingness to become certified in a variety of building trades.
- Ability in mathematical compilation to properly carry out the duties of the position.
- Ability to respond to emergency job situations after hour or weekend calls.

**PHYSICAL DEMANDS:**

- 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 use of hands and arms to use tools; lifting, bending, carrying, loading, unloading and transporting equipment and supplies.
- Exposure to natural weather conditions and various dusts and mists may occur while performing outdoor duties.
- Standing and walking may be on uneven surfaces or unstable ground.
- Work exposed to hazards such as heights, fumes, chemicals, dust, heat, glass chips, and power equipment.
- 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.
- Evening, weekend, and emergency work may be required.
- Work requires use of safety equipment, safety-toe shoes, goggles, gloves, harnesses, helmet, protective face shields and/or hardhats.
- Travel may be required.

**PREFERENCE:**

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