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

POSTING NO: 073-21

OPENING DATE: 12/05/2022
CLOSING DATE: 02/13/2023
POSTED: IN/OUT

POSITION:	Parks Maintenance Worker
PAY GRADE:	NE2 ($12.00/hr. - $16.20/hr.)
FLSA STATUS:	Non-Exempt
POSITION TYPE:	Full Time
FUNDING SOURCE:	POI Funded
DEPARTMENT:	Parks & Recreation
REPORTS TO:	Grounds Foreman
BACKGROUND LEVEL:	Child/Elder

JOB PURPOSE: Provides labor assistance and operates equipment in the maintenance of the Pueblo of Isleta Parks and Recreation 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.
- 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 keeps 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:

- High School Diploma/GED preferred.
- Three years labor and equipment operator experience.
- Mower, Backhoe, Bobcat, Grading Tractor and/or forklift experience preferred.
- 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 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 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.