



**PUEBLO OF ISLETA**  
**HUMAN RESOURCES DEPARTMENT**  
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### **VACANCY ANNOUNCEMENT**

**POSTING NO: 215-21**

**OPENING DATE: 12/01/2021**

**CLOSING DATE: 03/20/2023**

**POSTED: IN/OUT**

**POSITION:** Groundskeeper  
**PAY GRADE:** NE2 (\$12.00/hr. - \$16.20/hr.)  
**FLSA STATUS:** Non-Exempt  
**POSITION TYPE:** Full 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 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 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.