



**PUEBLO OF ISLETA**  
**HUMAN RESOURCES DEPARTMENT**  
**P.O. BOX 1270, ISLETA, NM 87022**  
**PHONE: (505) 869-7584 FAX: (505) 869-7579**  
**EMAIL: [poiemployment@isletapueblo.com](mailto:poiemployment@isletapueblo.com)**

### **VACANCY ANNOUNCEMENT**

**POSTING NO: 176-22**

**OPENING DATE: 03/31/2023**

**CLOSING DATE: 06/09/2023**

**POSITION:** Home Maintenance Technician

**POSTED:** IN/OUT

**PAY GRADE:** NE5 (\$15.97/hr. - \$21.56/hr.)

**FLSA STATUS:** Non-Exempt

**POSITION TYPE:** Full Time

**FUNDING SOURCE:** POI Funded

**DEPARTMENT:** Elder Center

**REPORTS TO:** In-Home Service Manager

**BACKGROUND LEVEL:** Child/Elder

**JOB PURPOSE:** Performs minor repair or chore services for elders; provides retrofit services, and completes installation of safety equipment including grab bars, hand rails, and brackets.

*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:**

- Inspects and diagnoses home maintenance repairs and determines the best way to correct them, referring projects that require a certified or licensed tradesman to appropriate POI Department.
- Reports major repair needs to the In-Home Services Manager for referral.
- Performs home chores including carpet cleaning, floor stripping and waxing, window cleaning, ceiling or viga cleaning.
- Performs minor home repairs such as replacing window panes, door hinges, and installation of brackets.
- Replaces light bulbs and batteries.
- Assists homeowner in preparation for summer or winter weather.
- Pulls weeds, shovels snow, clears walkways, and hauls trash.
- Chops and stacks firewood.
- Reports safety and health hazard concerns to supervisor.
- Maintains records of repairs and prepares simple reports.
- Ensures proper care in the use and maintenance of equipment and supplies.

- Maintains complete confidentiality of client information.
- Performs other job duties as assigned.

**SUPERVISION RESPONSIBILITIES:** N/A

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- High School Diploma/GED.
- Two years' experience in general maintenance, minor plumbing repair, home repair, and grounds keeping.
- Ability to speak Tiwa is preferred.
- Must be able to pass a TB screening.
- 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 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 maintenance and repair.
- Knowledge of operation and maintenance of hand and power tools.
- Knowledge of the methods and practices used in carpentry and repair work.
- Knowledgeable of the pueblo community, surrounding areas, and the City of Albuquerque.
- Ability to demonstrate sensitivity to the needs of the elderly.
- Ability to drive safely and efficiently.
- Ability to use a variety of hand tools in performing minor maintenance.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to respond to and remain calm in an emergency or crisis situations.
- Ability to safely use cleaning products and safely operate cleaning equipment.
- Ability to exercise independent judgment.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to maintain confidentiality.
- Ability to work independently and meet strict time lines.
- Ability to communicate efficiently and effectively both verbally and in writing.

**PHYSICAL DEMANDS:**

- Work requires ability to 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 of up to 50lbs, 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.

**WORK ENVIRONMENT**

- Work is performed in a typical interior and outdoor environment.

- Exposure to fumes or airborne particles.
- Exposure to natural weather conditions and various dusts and mists may occur while performing outdoor duties.
- Travel within and outside of the pueblo area is required.
- Noise level is usually moderate.

**PREFERENCE:**

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