



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

POSTING NO: 035-23

OPENING DATE: 05/16/2023

CLOSING DATE: Open Until Filled

POSTED: IN/OUT

POSITION: SYP-Aquatic Aide (3)
PAY GRADE: NE2 (\$12.00)
FLSA STATUS: Non-Exempt
POSITION TYPE: Full Time-Temporary
FUNDING SOURCE: POI Funded
DEPARTMENT: Parks & Recreation
REPORTS TO: Aquatic Coordinator
BACKGROUND LEVEL: Child/Elder

JOB PURPOSE: Assists the aquatic staff with cleaning and maintenance in and around the swimming pool.

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:

- Assists with various maintenance jobs in the pool area.
- Participates in various cleaning chores in the pool area to include sweeping, throwing away trash; ensures cleanliness of pool area.
- Performs hourly water checks to determine the proper chemical level in the pools. Reads and documents results; informs staff of an in-balance in chemicals.
- Serves as receptionist by answering phone calls and taking messages.
- Vacuums wading and main pools as needed to ensure cleanliness of pool.
- Other duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- 16 years of age.
- Must be able to pass background check, with NO prior convictions of any felonies.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

- Must have fingerprinting completed prior to employment.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Skill in treating internal and external customers with tact, courtesy, and respect.
- Ability to maintain confidentiality.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to carry out instructions furnished in verbal or written format.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to handle multiple tasks and meet deadlines.
- Ability to exercise independent judgment.

PHYSICAL DEMANDS:

- Ability to swim, stoop, kneel, crouch, or crawl in different situations.
- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires frequent lifting of 25 lbs.

WORK ENVIRONMENT

- Work is performed in a swimming pool environment.
- Exposure to pool chemicals, fumes, or other household cleaning supplies; extended exposure to heat and humidity in pool area will occur.
- Frequent interaction with the public.
- Noise level is usually moderate.

PREFERENCE:

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