



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

**POSTING NO: 099-23**

**OPENING DATE: 06/01/2023**

**CLOSING DATE: 06/23/2023**

**POSTED: IN/OUT**

**POSITION:** Maintenance Technician  
**PAY GRADE:** NE5(\$15.97/hr. - \$21.56/hr.)  
**FLSA STATUS:** Non-Exempt  
**POSITION TYPE:** Full Time  
**FUNDING SOURCE:** POI Funded  
**DEPARTMENT:** Public Works  
**REPORTS TO:** Maintenance Foreman  
**BACKGROUND LEVEL:** Child/Elder

**JOB PURPOSE:** Performs basic and routine maintenance and custodial duties on Tribal Services Complex 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:**

- Maintains buildings by performing routine painting, plumbing, electrical wiring, and other related maintenance activities using hand tools.
- Installs fixtures, appliances, tiles, windows, doors, cabinetry according to manufacturer specifications as needed.
- Maintains and performs minor maintenance on facilities including replacement of light fixtures and air filters, painting and graffiti removal, repair of plumbing fixtures, furnaces and A/C coils.
- Notifies management concerning needs of major repairs or additions to lighting, heating, ventilating and equipment.
- Maintains logs and records of work performed and materials and equipment used.
- Maintains parking areas and grounds, including plant care, litter control, snow removal, and exterior signage and striping.
- Ensures proper care in the use and maintenance of equipment and supplies.
- Documents facility maintenance and maintains appropriate records on equipment, warranties, inspections, and work performed.

- Assists in the maintenance of HVAC systems with the replacement of motors and other mechanical parts; replaces air-conditioning filters as needed.
- Inventories and requests equipment and supplies.
- Cleans and maintains all other tribal common areas and grounds as directed; performs general maintenance, custodial and trash removal tasks as needed.
- Assists other maintenance personnel as directed.
- Maintains confidential information.
- Performs other duties as assigned.

**SUPERVISION RESPONSIBILITIES: N/A**

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- High School Diploma/GED.
- Three years general maintenance work experience required; or equivalent combination of education and experience.
- 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 grounds keeping, maintenance, and repairs.
- Knowledge of the pueblo community, surrounding areas, and the city of Albuquerque.
- Knowledge of use of maintenance tools, chemicals, cleaners, and disinfectants.
- Knowledge of the methods and practices used in preventive maintenance and repair work.
- Knowledge of occupational hazards and applicable safety practices.
- Skill in the safe operation of power tools and shop equipment.
- Skill in the use of cleaning tools, chemicals, cleaners, and disinfectants.
- Ability to learn the methods of cleaning and caring for buildings, grounds, and equipment.
- Ability to work flexible hours including occasional weekends.
- Ability to communicate effectively, both verbally and in writing.
- Ability to follow verbal or written instructions.
- Ability to use hand tools and electrical tools.
- Ability to prioritize and accomplish tasks within strict deadlines.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- 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.
- Considerable physical activity; heavy physical work; heavy moving, lifting, pushing, or pulling of objects up to 50 pounds is a primary part of the job.

**WORK ENVIRONMENT:**

- Work is performed in an interior setting and outdoor environment.
- Exposure to natural weather conditions and various dusts, insects and mists may occur while performing outdoor duties.
- Exposure to dirt, fumes and cleaning agents.
- Employee will be exposed to unpleasant odors, bodily fluids, blood borne pathogens, hazardous material and infectious disease.
- Situations occur where surgical masks, safety goggles, gloves and protective face shields are needed.
- Noise level is usually minimal.

**PREFERENCE:**

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