



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

VACANCY ANNOUNCEMENT

POSTING NO: 176-22

OPENING DATE: 03/31/2023

CLOSING DATE: Open Until Filled

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.