



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

**POSTING NO: 023-24**

**OPENING DATE: 02/05/2024**

**CLOSING DATE: Open Until Filled**

**POSTED: IN/OUT**

**POSITION:** Facilities Supervisor  
**PAY GRADE:** NE7 (\$25.00/hr. - \$33.75/hr.)  
**FLSA STATUS:** Non-Exempt  
**POSITION TYPE:** Full Time  
**FUNDING SOURCE:** Grant Funded  
**DEPARTMENT:** Health Services  
**REPORTS TO:** Chief Financial Officer  
**BACKGROUND LEVEL:** Child/Elder

**JOB PURPOSE:** Responsible for the maintenance and cleanliness of the Isleta Health Center facilities, grounds and equipment to ensure optimal delivery of health care services to the Isleta Pueblo community. Supervises custodial and maintenance personnel and manages custodial and maintenance activities to minimize the need for repairs and associated costs and provide a safe and comfortable facility for staff and community.

*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:**

- Ensures the daily, routine, and periodic cleaning of offices, patient rooms, and lobbies including the floors, windows, ventilation vents, equipment and furnishings by planning, directing and maintaining the schedules of three custodial positions.
- Develops and adheres to procedures for disinfecting and performing special cleaning needs related to health care facilities such as transporting and laundering linens and other washable materials, collecting bio-hazard containers, and responding to immediate cleaning needs resulting from sick and debilitated patients.
- Ensures the delivery of maintenance services by directing and supervising the maintenance technician in day to day duties, developing and maintaining a preventive maintenance

schedule for all buildings and equipment, and notifying management concerning needs of major repairs or additions to lighting, heating, ventilation and equipment.

- Performs basic maintenance of plumbing systems, such as repairing leaking fixtures and pipes, and cleaning obstructed fixtures and waste lines.
- Completes standard repairs to electrical fixtures, appliances and systems, including switches, light bulbs and outlets.
- Performs maintenance on heating ventilation and cooling systems, including standard repair and replacement of components, cleaning heating and cooling fan coil units, and adjustment of system controls.
- Performs carpentry and other maintenance tasks including sheetrock and drywall installation and repair, window replacement, cabinet and countertop repair and replacement, painting and texturing, and door and hardware installation.
- Installs fixtures, appliances, tiles, windows, doors, and cabinetry according to manufacturer specifications; moves equipment, materials and furnishings if needed.
- Maintains parking areas and grounds including sweeping sidewalks, plant care, weed control, litter control, snow removal, and exterior signage and striping.
- Ensures appropriate stock of maintenance and janitorial supplies by conducting inventory, ordering supplies as needed, and ensuring the proper care and use of equipment and supplies.
- Hosts regular staff meetings to ensure communication among staff regarding department-related activities and keeps leadership and other departments informed of department activities by attending meetings and submitting reports.
- Assists in maintaining department budget by coordinating financial and budget activities for maximum operational efficiency.
- Promotes workplace safety by documenting facility maintenance; maintaining appropriate records on equipment, warranties, inspections and work performed; mixing cleaning agents in accordance with manufacturer's instructions; adhering to safety procedures and utilizing safety apparel as appropriate; updating the MSD sheets in MSD binder; and participating in safety and maintenance activities and committees for accreditation or licensure purposes as assigned.
- Performs other duties as assigned.

#### **SUPERVISION RESPONSIBILITIES:**

- Supervises the Maintenance Technician and Custodians in the performance of maintenance, housekeeping and cleaning.
- Provides coaching, counseling, training and feedback to employees; assigns, reviews, and delegates work and job responsibilities to designated staff.
- Assists in hiring, evaluating, disciplining, and developing support staff.

#### **MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- High School Diploma/GED.
- Combination of five years' work experience in preventive and repair maintenance and custodial work with one year supervisory experience.

- Certified Journeyman in one of the following skilled trades preferred; HVAC, plumbing or electrical.
- Must be able to pass a TB screening.
- Must provide written copy of immunization record prior to employment.
- 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 use of maintenance tools, chemicals, cleaners, and disinfectants.
- Knowledge of occupational hazards, safe working practices and safety precautions in accordance with applicable pueblo, state, county, or federal laws and regulations regarding workplace safety.
- Knowledge of the principles and practices used in the skilled trades, including HVAC, electrical, plumbing and carpentry.
- Knowledge of codes and standards used in the skilled trades, including HVAC, electrical, plumbing and carpentry.
- Knowledge of the tools and equipment used in the skilled trades, including HVAC, electrical, plumbing and carpentry.
- Knowledge of materials, methods, practices and equipment used in building maintenance and construction activities.
- Skill in supervising, training, and evaluating assigned staff.
- Skill in managing multiple projects and meeting strict deadlines.
- Skill in analyzing problems, identifying alternative solutions, projecting consequences of actions and implementing recommendations.
- Skill in the safe operation of power tools and shop equipment.
- Skill in the use of cleaning tools, chemicals, cleaners, and disinfectants.
- Ability to communicate effectively, both verbally and in writing.
- Ability to follow verbal or written instructions.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to use hand tools and electrical tools.
- Ability to learn the methods of cleaning and caring for buildings, grounds, and equipment.
- 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, kneel, climb; use hands to handle objects, equipment and controls; 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/clinical setting and outdoor environment.
- Exposure to natural weather conditions and various dusts and mists may occur while performing outdoor duties.
- Exposure to gas fumes, automobile fluids, 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.
- Evening, weekend, and holiday hours may be required.
- Noise level is usually minimal.

**PREFERENCE:**

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