



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

POSTING NO: 125-23

OPENING DATE: 03/07/2024

CLOSING DATE: Open Until Filled

POSTED: IN/OUT

POSITION: Laborer
PAY GRADE: NE2 (\$15.50/hr.-\$20.95/hr.)
FLSA STATUS: Non-Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: POI Funded
DEPARTMENT: Public Works
REPORTS TO: Utility Supervisor
BACKGROUND LEVEL: Public Trust

JOB PURPOSE: Provides manual labor assistance to maintenance of the Tribal facilities and pipe laying to install septic systems with the minor renovations, construction, installation, and repairs performed on various septic systems projects within the Isleta Indian Reservation.

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:

- Performs minor painting, carpentry, maintenance, plumbing and demolition assignments and other tasks related to the housing renovations and Public Works projects.
- Provides assistance to semiskilled and skilled journeymen in their areas of discipline within Tribal Facilities.
- Provides scheduled or emergency laborer and pipe laying assistance.
- Operates sewer cleaning equipment, high velocity water jets, and sewer flushers.
- Cuts and threads pipes, using pipe cutters, and pipe threading machine.
- Cuts grass, trims edges, digs trenches, levels ground, cuts weeds, trims shrubs and tree branches, picks up debris, spreads bark or mulch, and other grounds keeping duties as assigned.
- Assists in the repair of broken water lines; adjusts sprinkler heads as needed.
- Loads or unload supplies, equipment, or materials.
- Uses a variety of common hand tools or small power equipment in a safe manner.

- Keeps all supplies and equipment in a safe and well-controlled area.
- Performs miscellaneous repair, labor, and maintenance work as assigned.
- Maintains building and worksite free of debris.
- Assists in digging for and setting water, gas and sewer service lines.
- Assists in shipping and receiving, loading and unloading trucks, checking in merchandise, matching purchase orders to sales orders and stocking in warehouse.
- Ensures truck is loaded with needed supplies prior to driving to work site.
- Maintains confidentiality of information.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- High School Diploma/GED preferred.
- Prior labor experience preferably in construction, maintenance or utility work.
- Current HEP A and B Required.
- Tiwa speaking preferred.
- 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 basic tools and materials used in construction trade.
- Knowledge of operation and maintenance of hand and power tools.
- Knowledge of the methods and practices used in carpentry and repair work.
- Knowledge of occupational hazards and applicable safety practices.
- Skill in the safe operation of power tools and shop equipment.
- Ability to communicate effectively in the English language both verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to use hand tools, electrical tools, and maintenance equipment.
- Ability to understand and follow verbal and written instructions.
- Ability to learn from direct on-the-job experience.
- Ability to respond to emergency job situations after hours or weekend calls.
- Ability to use an eye level and laser to complete work.
- Must have knowledge in installation of septic systems.

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 involves a significant amount of standing, walking, bending, kneeling and or crouching; using hands to handle objects, equipment, controls and reach with arms and hands; climbing, balancing, crawling under sub-flooring, and working in confined spaces.

- Work requires extensive lifting, 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.
- Position requires frequent lifting of up to 100 lbs. while wearing safety equipment.

WORK ENVIRONMENT:

- Work is performed in a typical outside environment.
- Noise level is usually moderate to loud.
- Exposure to natural weather conditions and various dusts and mists may occur while performing outdoor duties.
- Exposure to hazards such as heights, fumes, chemicals, dust, heat, glass chips, and power equipment.
- Work requires use of safety equipment, safety-toe shoes, goggles, gloves, harnesses, helmet, protective face shields and/or hardhats.
- Evening, weekend, on-call, and emergency work may be required.

PREFERENCE:

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