



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

POSTING NO: 144006-26

OPENING DATE: 01/14/2026

CLOSING DATE: 04/14/2026 or OUF

POSTED: IN/OUT

POSITION: Unexploded Ordnance/Hazardous Materials Technician Assistant
PAY GRADE: NE5 (\$20.65/hr.-\$27.88/hr.)
FLSA STATUS: Non-Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: POI Funded
DEPARTMENT: UXO Division
REPORTS TO: NALEMP Manager
BACKGROUND LEVEL: Child/Elder

JOB PURPOSE: Assists UXO/HAZMAT division in a Technician Assistant capacity performing supervised assignments intended to provide broad exposure to acquire an understanding of functions, principles, practices and methods used in the tribal UXO/HAZMAT Native American Lands Environmental Mitigation Program (NALEMP).

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 visual or technology-aided UXO surface sweeps utilizing current UXO detectors; conducts UXO avoidance and supporting geophysical/UXO surveys.
- Constructs UXO-related protective works.
- Uses highly technical and specialized equipment for the containment, stabilization and mitigation of emergencies involving hazardous and toxic substances.
- Prepares job sites for hazardous materials removal and disposal, including constructing containment.
- Assists the NALEMP Technician in all Field Activities.

- Assists in the maintenance of Material Safety Data Sheets (MSDS) for all hazardous materials used in the work areas.
- Assists in maintaining an inventory of hazardous materials and consumption rate.
- Assists in inspecting all hazardous material storage units.
- Assists in overseeing the collection, packaging, testing, storing, transporting and disposal of hazardous and non-hazardous materials and waste in accordance with applicable state and federal regulations and all other applicable policies.
- Assists in posting appropriate signs to warn facility users of potential hazards; informs facility users about removal projects.
- Ensures equipment and supplies in a safe and well-controlled area.
- Observes safety rules to ensure and maintain a safe work environment.
- Ensures tools, vehicles and equipment are in proper working order.
- Keeps required records of work performed.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- High school diploma or GED.
- Undergraduate student in good standing (3.0 or better gpa) working towards a degree in environment, natural resources, anthropology, archeology, water resources, geology, physical or life science or STEM program, preferred.
- Six months experience, preferred; or must successfully complete on-the-job training including, but not limited to, familiarity with the process, procedures, and equipment (e.g., geophysical) used for conducting MEC-related activities, adherence to established safety protocols.
- Experience in environmental monitoring, or environmental project management.
- Upon hire, must complete 40 hours of an OSHA compliant Hazardous Waste Operations and Emergency Response (HAZWOPER) training.
- First Aid and CPR Certification.
- Must be able to pass a physical examination.
- 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 department organization, functions, objectives, policies and procedures.
- Knowledge of handling unexploded ordnances.
- Knowledge of hazardous materials such as PCB's, Asbestos, Lead, explosives and ordnance.
- Knowledge of the proper use of equipment and PPE; physical, biological, and chemical hazards; explosives safety; and the potential hazards associated with tasks.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.

- Skill in making effective decisions in emergency situations.
- Ability to utilize detection equipment and geophysical sensing equipment to locate UXOs; transport non-hazardous materials using a variety of types of equipment and vehicles.
- Ability to organize and analyze the results of research, investigations, and regulatory activities and to draw conclusions from results.
- Ability to interpret applicable federal, state, county and local laws, regulations, and requirements.
- Ability to work independently and meet strict time lines.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to establish and maintain professional relationships with the public and co-workers.
- Ability to make solid decisions and exercise independent judgment.

PHYSICAL DEMANDS:

- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Standing and walking may be on uneven surfaces or unstable ground.
- Position requires ability to lift 50 lbs.
- Ability to hike long distances in excess of 4 miles in steep terrain.

WORK ENVIRONMENT:

- Work is generally performed outdoors in extreme weather conditions.
- Exposure to high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; explosives; extreme heat; risk of electrical shock; and vibration.
- Situations where safety-toe shoes, safety goggles, gloves, or protective face shields are needed may occur.
- Travel within the Pueblo area is required and working in sensitive and/or hazardous areas is common.
- Subject to funding, this position is year-round. During the school year, part-time hours will apply; however, during school breaks and the summer period, full-time hours may apply. Employee's work schedule may be adjusted to meet the needs of the student's academic schedule.

PREFERENCE:

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