



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: 161020-26
161021-26

OPENING DATE: 02/05/2026
CLOSING DATE: 05/06/2026
POSTED: IN/OUT

POSITION: Water/WWTP Apprentice
PAY GRADE: NE5 (\$20.65/hr. - \$27.88/hr.)
FLSA STATUS: Non-exempt
POSITION TYPE: Full Time
FUNDING SOURCE: POI Funded
DEPARTMENT: Public Works
REPORTS TO: Water/Wastewater Supervisor
BACKGROUND LEVEL: Public Trust

JOB PURPOSE: Performs in a training capacity work in monitoring and controlling operations of the Water/Wastewater Treatment Plant and various water/wastewater systems. Under the direction of the Manager/Supervisor or a certified Water/Wastewater Operator.

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:

- Apprentices monitor, operate, and adjust a wide variety of systems in the treatment plant, controlling plant processes to ensure the plant operates effectively.
- Assists in checking all well sites for security, operation, chlorine dosage, samples, and cleanliness; visually inspects storage tanks; checks water wells, wastewater plants and lift stations to identify potential problems.
- Obtain and logs basic information and chlorine residuals at each well site.
- Uses water/wastewater collection equipment and tools under the direction of the supervisor or a certified Water/Wastewater Operator.
- Learns how to repair or replace equipment as needed at wells and storage facilities including chlorination equipment.
- Obtains required information on broken/inoperative equipment and advises supervisor of the need to order parts.
- Checks work order system for all assigned duties and creates work orders as needed.

- Assists in the maintenance of water and sewer lines for tribal and enterprise systems; including backflow prevention, chemical treatment and control valves.
- Performs clearing and cleaning of costumer sewer clean-outs as needed.
- Assists with the preparing information on wastewater discharge, treatment facility flow, and well production reports and other monitoring requirements set forth by regulatory agencies.
- Keeps inventory of items issued to them.
- Performs grounds keeping duties around plants, wells, and lift stations.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- High School Diploma or GED.
- Willingness to participate in Apprentice Program.
- Obtain State of New Mexico and/or Tribal Certification in Level 1 Water and Wastewater Operations at the end of the apprentice program not to exceed twenty-four (24) months.
- First Aid/CPR Certification.
- Current Hepatitis A & B and Tetanus shots required.
- 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 check, with NO prior convictions of any felonies.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.
- Must be an enrolled member of Isleta.
- Must be minimum age of 18 years old at the time of the apprentice program.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of department organization, functions, objectives, policies and procedures.
- Knowledge of the principles and methods of water and/or waste treatment facilities.
- Skill in making effective decisions in emergency situations.
- Skill in using heavy equipment and hand and power tools.
- Ability to lift and carry heavy objects.
- Ability to climb high stairs and ladders.
- Ability to follow safe practices and procedures followed in wastewater treatment.
- Ability to learn HOTSOS software for daily work orders.
- Ability to learn chlorine test kit, snake machine, and voltage meter.
- Ability to anticipate, recognize and evaluate hazardous conditions, as well as develop hazard and safety control methods.
- Ability to work various schedules and extended hours.
- 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.

PHYSICAL DEMANDS:

- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Standing, walking, bending and climbing, heavy lifting/moving, standing, and climbing while inspecting or monitoring various projects and construction sites.
- Use of close vision while reading blueprints, specs, reports, and other documents.
- Position requires ability to lift 50 lbs.
- Noise level is usually high.

WORK ENVIRONMENT

- Work is performed in an outdoor environment.
- May be required to work at high locations and in confined spaces.
- Exposure to water, chemicals, hazardous materials, slippery floors, raw sewage and noise while performing duties.
- Exposure to natural weather conditions and various dusts and mists may occur while performing outdoor duties.
- Situations where safety-toe shoes, safety goggles, gloves, or protective face shields are needed may arise.
- Travel within the Pueblo area is required and working in sensitive and/or hazardous areas is common.