



**PUEBLO OF ISLETA  
HUMAN RESOURCES DEPARTMENT  
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**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 customer 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.