



ISLETA PUEBLO HOUSING AUTHORITY

POSITION DESCRIPTION

POSITION:	Fleet and Materials Assistant
PAY GRADE:	NE5
SALARY RANGE:	\$20.65 - \$27.88 Hourly Rate
FLSA STATUS:	Non-Exempt
EMPLOYMENT STATUS:	Full-Time
DEPARTMENT:	Warehouse
REPORTS TO:	Fleet and Materials Manager
SUPERVISION RESPONSIBILITIES:	No

POSITION PURPOSE

The Isleta Pueblo Housing Authority (IPHA) is seeking a dependable, organized, and hardworking Fleet and Materials Assistant to support housing maintenance and construction operations by maintaining an accurate inventory of building materials, tools, supplies, vehicles, and equipment. The purpose of this position is to ensure that maintenance and construction personnel have the necessary materials and resources to complete assigned work efficiently, safely, and in a timely manner.

Responsibilities include receiving, organizing, storing, and issuing materials; monitoring inventory levels; assisting with vehicle and equipment maintenance; maintaining clean and orderly storage areas, workspaces, and fleet vehicles; and ensuring materials and equipment are properly maintained and readily available. The ideal candidate possesses knowledge of construction and building materials, inventory control, basic vehicle and equipment maintenance, and safe work practices, and takes pride in maintaining an organized, well-stocked, and efficient work environment that supports IPHA's commitment to providing quality housing and maintenance services to the Isleta Pueblo 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.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

- Receive, inspect, organize, store, and distribute building materials, supplies, tools, and equipment.
- Maintain accurate inventory records and monitor stock levels to ensure materials are available to support maintenance and construction operations.
- Assist with ordering, purchasing requests, and restocking materials and supplies as directed.
- Track material usage and promptly report shortages, damaged items, missing equipment, or inventory discrepancies to the Fleet and Materials Manager.
- Assist with annual and periodic physical inventory counts and reconcile discrepancies as directed.
- Ensure materials, tools, and equipment are properly labeled, secured, and stored in designated areas.
- Assist with maintaining IPHA vehicles, trailers, and equipment in safe, clean, and serviceable condition.
- Perform routine vehicle inspections, including checking fluid levels, tire pressure, battery condition, lights, and general vehicle readiness.
- Coordinate, schedule, and track routine vehicle maintenance, preventative maintenance, and repair services as directed.
- Maintain accurate fleet service records, inspection checklists, maintenance logs, and related documentation.
- Identify and promptly report mechanical concerns, safety hazards, and maintenance needs to the Fleet and Materials Manager.
- Assist authorized maintenance personnel with minor vehicle maintenance and preventative maintenance tasks within the employee's training and capabilities.
- Ensure fleet vehicles, trailers, and equipment are properly cleaned, organized, and ready for use.
- Maintain clean, orderly, and accessible warehouses, storage yards, shops, work areas, and fleet parking areas.
- Safely load, unload, move, and transport materials, tools, and equipment as needed.
- Operate forklifts, hand trucks, and other material-handling equipment when properly certified, trained and authorized.
- Monitor storage areas for unsafe conditions, damaged materials, or potential hazards and report concerns promptly.
- Follow established procedures for securing vehicles, equipment, tools, materials, and storage facilities.
- Perform general labor, cleaning, and facility maintenance duties to support safe and efficient operations.

- Assist maintenance and construction personnel with material preparation, delivery, and transportation to designated jobsites.
- Help ensure crews receive the correct materials, supplies, tools, and equipment needed to complete assigned work.
- Assist with organizing and preparing materials for scheduled maintenance, construction, renovation, and repair projects.
- Support special projects, emergency repairs, and community improvement initiatives as directed by the Fleet and Materials Manager.
- Communicate material availability, delivery needs, and equipment concerns to the appropriate personnel.
- Follow IPHA safety policies, procedures, and established practices for material handling, vehicle inspections, equipment operation, and storage.
- Use appropriate personal protective equipment when required and maintain awareness of workplace hazards.
- Report accidents, damaged equipment, unsafe conditions, and potential safety concerns promptly to the Fleet and Materials Manager.
- Maintain work areas in a clean, organized, and hazard-free condition.
- Follow applicable procedures for the safe handling, storage, and use of tools, materials, and equipment.
- Provide dependable and timely support to maintenance and construction staff to help ensure daily operations are completed efficiently.
- Communicate professionally with supervisors, coworkers, vendors, contractors, and other individuals conducting business with IPHA.
- Demonstrate accountability, dependability, organization, and attention to detail when handling IPHA property, materials, vehicles, and equipment.
- Support a positive and professional work environment consistent with the mission and objectives of the Isleta Pueblo Housing Authority.
- Perform other related duties and responsibilities as assigned by the Fleet and Materials Warehouse Manager or Executive Director.

MINIMUM QUALIFICATIONS/REQUIREMENTS

- Tiwa speaking preferred.
- High school diploma or GED preferred; equivalent combination of education, training, and relevant work experience may be considered.
- One (1) or more years of experience in inventory control, warehouse operations, construction materials, fleet support, vehicle maintenance, or a related field preferred.
- Basic knowledge of building materials, tools, equipment, inventory management, and general vehicle maintenance practices.

- Basic computer skills, including the ability to enter inventory information, maintain records, and use spreadsheets.
- Must be able to comply with the Isleta Pueblo Housing Authority Drug Free Workplace policies.
- Must successfully complete IPHA's pre-employment screening requirements, which may include a background check and drug screening, consistent with applicable laws and IPHA policies.
- Must be willing and able to work scheduled hours and respond to emergency maintenance, fleet, and material support needs as required.
- Must be able to work safely in a variety of indoor and outdoor environments and under varying weather and job-site conditions.

CERTIFICATIONS AND LICENSES

- Must possess and maintain a valid New Mexico driver's license and an acceptable driving record.
- Must be able to operate IPHA fleet vehicles safely and in accordance with applicable laws, regulations, and IPHA policies.
- Must obtain and maintain any job-related certifications, licenses, or permits required for assigned duties, as applicable.
- Forklift certification is preferred but not required at the time of hire; the employee may be required to obtain certification if forklift operation is part of the assigned duties.
- Must complete any required safety training related to vehicle operation, materials handling, equipment use, and workplace safety.

PREFERRED QUALIFICATIONS

Knowledge

- Knowledge of building materials, construction supplies, tools, and equipment commonly used in residential maintenance, repair, and construction.
- Knowledge of inventory control procedures, stock management, material storage, and recordkeeping practices.
- Basic knowledge of vehicle systems, routine inspections, preventative maintenance, and fleet service procedures.
- Knowledge of warehouse organization, material handling, and safe storage practices.
- Familiarity with workplace safety procedures, personal protective equipment, and the safe operation of material-handling equipment.

Skills

- Skill in receiving, inspecting, organizing, tracking, and distributing materials, tools, supplies, and equipment.
- Basic recordkeeping and documentation skills, including maintaining inventory logs, vehicle inspection records, and maintenance schedules.
- Basic computer skills, including the ability to use spreadsheets, inventory tracking systems, and electronic records.
- Ability to communicate effectively and professionally with supervisors, maintenance personnel, vendors, contractors, and coworkers.
- Skill in organizing storage areas, maintaining clean workspaces, and prioritizing assigned tasks.
- Basic mechanical and troubleshooting skills related to vehicle readiness and equipment maintenance.

Abilities

- Ability to identify building materials, tools, and supplies and determine when inventory levels need replenishment.
- Ability to identify and report damaged materials, missing equipment, vehicle concerns, and unsafe working conditions.
- Ability to safely lift, carry, load, unload, and transport materials and equipment in accordance with established safety procedures.
- Ability to assist with routine vehicle inspections, preventative maintenance, and coordination of fleet repair services within the limits of training and authorization.
- Ability to operate forklifts and other material-handling equipment when properly certified, trained, and authorized.
- Ability to maintain accurate records, follow instructions, and complete assigned tasks with minimal supervision.
- Ability to establish and maintain effective working relationships with maintenance staff, supervisors, vendors, and other personnel.
- Ability to respond to changing priorities, scheduled maintenance needs, and emergency material or fleet support requests.
- Ability to work independently and as part of a team while maintaining dependability, organization, and attention to detail.

PHYSICAL DEMANDS:

- Must be able to frequently stand, walk, bend, stoop, kneel, reach, climb, and carry materials, tools, supplies, and equipment as required to perform assigned duties.
- Must be able to regularly lift, carry, push, and pull materials and equipment weighing up to 75 pounds, with or without reasonable accommodation.

- Must possess the physical coordination and manual dexterity necessary to safely handle tools, operate material-handling equipment, perform routine vehicle inspections, and assist with fleet maintenance activities.
- Must be able to safely operate IPHA vehicles and authorized equipment, provided the employee possesses the required licenses, training, and certifications.
- Must be able to work indoors and outdoors in varying weather conditions and in warehouse, storage yard, vehicle maintenance, and construction-related environments.
- Must be able to perform repetitive physical tasks, including loading and unloading materials, organizing inventory, cleaning work areas, and assisting with maintenance and construction operations.
- Must be able to perform assigned duties while following established safety procedures and using appropriate personal protective equipment.

WORK ENVIRONMENT:

- Works in a variety of settings, including warehouses, storage yards, maintenance shops, fleet parking areas, office spaces, and residential construction and maintenance sites.
- Works indoors and outdoors in varying weather conditions, including extreme heat, cold, wind, dust, and other environmental elements.
- May be exposed to noise, vehicle exhaust, uneven terrain, moving vehicles, machinery, power tools, and material-handling equipment.
- Performs duties in areas where building materials, tools, supplies, vehicles, trailers, and equipment are stored, maintained, loaded, unloaded, and transported.
- Must follow established safety procedures and use appropriate Personal Protective Equipment (PPE) when performing assigned duties.
- Must maintain clean, organized, secure, and accessible work areas, including warehouses, storage yards, fleet areas, and maintenance shops.
- Interact regularly with maintenance personnel, supervisors, vendors, contractors, and other IPHA staff to coordinate materials, inventory, deliveries, and fleet support.
- May be required to work overtime, weekends, adjusted schedules, or respond to emergency maintenance and fleet support needs as directed by the Fleet and Maintenance Manager or Executive Director.
- Must comply with IPHA policies, workplace safety requirements, and procedures for securing vehicles, tools, materials, and equipment.

PREFERENCE:

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

WHY JOIN ISLETA PUEBLO HOUSING AUTHORITY

Join the Isleta Pueblo Housing Authority (IPHA) and make a meaningful impact on the community you serve. As a **Fleet and Materials Assistant**, you will play an important role in supporting housing maintenance and construction operations by helping manage building materials, maintain inventory, support fleet upkeep, and ensure that tools, supplies, vehicles, and equipment are organized, secure, and ready for use.

You will work alongside maintenance and construction staff to ensure materials and equipment are readily available, assist with routine vehicle inspections and preventative maintenance, coordinate material deliveries, and maintain clean, safe, and organized warehouse, storage, and fleet areas. Your work will help IPHA personnel complete maintenance, repair, and construction projects efficiently and safely.

We are looking for a dependable, organized, and hands-on individual who takes pride in their work, demonstrates attention to detail, follows safety procedures, and is committed to supporting the daily operations of IPHA.

At IPHA, your work goes beyond managing materials and maintaining vehicles—you help ensure that maintenance and construction teams have the resources they need to provide safe, quality, and well-maintained housing for the Isleta Pueblo community.

Join the **Isleta Pueblo Housing Authority and help maintain better homes and a stronger community.**

Apply today to join our team as a Fleet and Materials Assistant!