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

POSTING NO: 214012-26

OPENING DATE: 10/27/2026
CLOSING DATE: Open Until Filled
POSTED: IN/OUT

POSITION:	Maintenance Tech I, II
PAY GRADE:	NE5 ($21.27/hr.-$33.14/hr.)
FLSA STATUS:	Non-Exempt
POSITION TYPE:	Full Time
FUNDING SOURCE:	POI Funded
DEPARTMENT:	Public Works
REPORTS TO:	Maintenance Foreman
BACKGROUND LEVEL:	Child/Elder

JOB PURPOSE: Performs basic, routine, and general skilled maintenance work in the construction, remodeling, alteration and maintenance of buildings, floors, roofs, stairways, partitions, doors, windows, screens, wood fixtures, cabinets, and furniture in accordance with standard trade practices on Pueblo of Isleta Tribal Buildings and Residences as needed.

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:

- Inspects work site for damage to determine scope of work and time involved.
- Estimates materials and supplies necessary to complete repairs and/or installation work.
- Assures sufficient supplies and materials are available to perform the task.
- Performs major and minor repairs.
- Measures, cuts, install, repairs, and modify carpentry structures using carpentry skills for measurements, fits, and accuracy.
- Follows specific instructions as outlined by the supervisor and applies standard measurements, specifications and instructions, and learns to read blueprints, diagrams, sketches and other written or verbal instructions.

- Cleans and repairs tools or equipment and secures all equipment and tools before leaving work site.
- Maintains a safe work environment using established safety practices and procedures.
- Repairs tables, shelves, benches and cabinets.
- Operates power saws, joiners, wood lathes, planers, and boring, sanding and mortising machines, or hand tools and basic construction equipment.
- Maintains buildings by performing routine painting, plumbing, electrical wiring, and other related maintenance activities using hand tools.
- Installs fixtures, appliances, tiles, windows, doors, cabinetry according to manufacturer specifications as needed.
- Maintains and performs minor maintenance on facilities including replacement of light fixtures and air filters, painting and graffiti removal, repair of plumbing fixtures, furnaces and A/C coils.
- Notifies management concerning needs of major repairs or additions to lighting, heating, ventilating and equipment.
- Maintains parking areas, snow removal, and exterior signage and striping.
- Ensures proper care in the use and maintenance of equipment and supplies.
- Documents facility maintenance and maintains appropriate records on equipment, warranties, inspections, and work performed.
- Assists in the maintenance of HVAC systems with the replacement of motors and other mechanical parts; replaces air-conditioning filters as needed.
- Assists other maintenance personnel as directed.
- Maintains confidential information.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:
- High School Diploma/GED.
- Maintenance Technician I-0-3 years general maintenance work experience required; or equivalent combination of education and experience.
- Maintenance Technician II-Three-Eight years general maintenance work experience required; or equivalent combination of education and experience.
- Maintenance Technician III-Eight or more years general maintenance work experience required; or equivalent combination of education and experience.
- 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 maintenance and use of power and hand tools.
- Knowledge of occupational safety practices and procedures.

- Knowledge of sources of supplies and price trends related to the various grade and qualities of a variety of materials, supplies and equipment.
- Knowledge of estimation of goods, materials and supplies necessary to complete assigned work.
- Knowledge of blueprints, diagrams and schematics.
- Knowledge of grounds keeping, maintenance, and repairs.
- Knowledge of the pueblo community, surrounding areas, and the city of Albuquerque.
- Knowledge of use of maintenance tools, chemicals, cleaners, and disinfectants.
- Knowledge of the methods and practices used in preventive maintenance and repair work.
- Knowledge of occupational hazards and applicable safety practices.
- Skill in safely utilizing woodworking tools, materials and supplies.
- Skill in estimating costs of materials and time necessary to complete projects.
- Skill in following verbal and written directions.
- Skill in establishing and maintaining effective working relationships.
- Skill in the safe operation of power tools and shop equipment.
- Skill in the use of cleaning tools, chemicals, cleaners, and disinfectants.
- Ability to learn the methods of cleaning and caring for buildings, grounds, and equipment.
- Ability to read and interpret diagrams, drawings and blueprints.
- Ability to work flexible hours including occasional weekends.
- Ability to communicate effectively, both verbally and in writing.
- Ability to follow verbal or written instructions.
- Ability to prioritize and accomplish tasks within strict deadlines.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to respond to and remain calm in emergency or crisis situations.

PHYSICAL DEMANDS:

- Work involves a significant amount of standing, walking and or crouching; using hands to handle objects, equipment, controls and reach with arms and hands; using sharp or rough materials, sharp tools and power equipment, and works in confined spaces and at heights over 30 feet.
- Prolonged standing, climbing, bending, stooping, and kneeling.
- Position requires strenuous tasks and lifting, loading, carrying and transporting materials and supplies weighing up to 100 lbs.
- Stand and walk for up to 8 hours per day.

WORK ENVIRONMENT:

- Noise level is usually minimal indoors and loud in construction sites.
- Exposure to environmental conditions such as weather conditions, dust, mists, insects, fumes, etc. may occur.
- Work requires use of safety equipment, safety-toe shoes, goggles, gloves, harnesses, helmet, protective face shields and/or hardhats.
- Evening, weekend, and emergency work may be required.

- Work is performed in an interior setting and outdoor environment.
- Exposure to dirt, fumes and cleaning agents.

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