PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

POSTING NO: 163007-26

OPENING DATE: 10/15/2026
CLOSING DATE: 01/13/2027 or OUF
POSTED: IN/OUT

POSITION: Roadway Maintenance Worker I
PAY GRADE: NE4 ($19.34/hr. - $30.14/hr.)
FLSA STATUS: Non-Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: POI Funded
DEPARTMENT: Transportation Services
REPORTS TO: Roadway Maintenance Crew Supervisor
BACKGROUND LEVEL: Public Trust

JOB PURPOSE: Performs a variety of manual duties related to routine road maintenance, snow removal, grounds keeping, landscaping, and repair.

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:

- Cleans outside areas of building, rake and pick-up trash; maintains parking lot and sidewalks by sweeping, and snow and ice removal.
- Helps conduct routine facility maintenance/safety inspections and assures all grounds, equipment and buildings are maintained in a safe and operational manner.
- Performs regular road checks for damage to include potholes, washboard, traffic signs, etc.
- Replaces graffiti or damaged traffic signs, road name plates, posts and poles.
- Erects and disassembles traffic barricades, signage, cones and other temporary structures.
- Controls traffic passing near, in and around work zones.
- Performs road maintenance; shouldering, roadways, construction projects, right of way clearance, culvert clearance and other duties.
- Regular mowing to clean and maintain right-of-way including removal of trash and weeds. Prune trees and brush.
- Machine blade earth and gravel type road surfaces. Re-shape, recondition, and clean roadway surfaces, slopes, and ditches to improve grading and drainage.

- Performs effective snow and ice removal as necessary.
- Operates heavy equipment of various sizes and weights used in road, site or highway construction and paving.
- Maintains repair and service schedules for vehicles and equipment.
- Maintains well-groomed trees, shrubs and lawn. Picks up trash, paper and debris.
- Performs functions such as transplanting, mowing, weed control, basic pest control, watering, pruning and trimming, and other landscaping projects.
- Operates vehicles and hauls away all debris.
- Takes responsibility for assigned hardware items, tools, equipment, and materials utilized to perform maintenance repairs.
- Inspects equipment and tools for defects; performs cleaning, minor repairs, and maintenance on equipment. Refers major repairs to Manager.
- Uses a variety of hand and power tools in a safe and efficient manner.
- Observes safety rules, and ensures and maintains a safe environment.
- Inspect roadways during routine maintenance. All obstacles within the right-of-way that are potentially hazardous to the traveling public shall be removed immediately. Such obstacles include fallen trees, brush, trash, dead animals, unauthorized signs, guy wires, and anything else that may be hazardous.
- Attends training classes and seminars on safety, first aid, equipment/machinery operation, and related topics to maintain and enhance job knowledge.
- Observes safety rules, and ensures and maintains a safe and clean environment.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:
- High School Diploma/GED.
- One year experience in operating heavy equipment and road maintenance.
- 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 safe operation of tools, power tools and grounds keeping equipment.
- Knowledge of methods, materials, tools, parts, and techniques used in the repair and road construction work.
- Knowledge of hazards and safety precautions common to heavy equipment operations.
- Knowledge of the methods and practices used in preventive maintenance and repair work.
- Knowledge of occupational hazards and applicable safety practices.
- Knowledge of grounds keeping, landscaping, maintenance, and repairs.
- Skill in the safe operation of power tools, heavy equipment, and shop equipment.
- Skill in reading blueprints and drawings.
- Ability to work from construction specifications or blueprints.
- Ability to understand and carry out written and oral instructions.
- Ability to communicate effectively in the English language, both verbally and in writing.

- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to understand and follow oral and written instruction.
- Ability to prepare and maintain work orders.
- Ability to use hand tools, electrical tools, and lawn maintenance equipment.
- Ability to prioritize and accomplish tasks within strict deadlines.
- Ability to respond to and remain calm in emergency or crisis situations.

PHYSICAL DEMANDS:
- Stand and walk for up to 8 hours per day.
- Work requires the ability to sit for long periods of time while operating heavy equipment.
- Talk, hear, stoop, bend; kneeling, climbing; use hands to handle objects, equipment, controls and reach with arms and hands; carry equipment and supplies.
- Position requires frequent lifting of 50 lbs.

WORK ENVIRONMENT:
- Work is performed in indoor and outside environment.
- Exposure to natural weather conditions and various dusts and mists may occur while performing outdoor duties.
- Situations occur where safety-toe shoes, safety goggles, gloves, protective face shields, or hardhats are needed.
- Exposure to gas fumes, automobile fluids, and cleaning agents.
- Noise level is usually high.
- Evening and/or weekend work may be required.

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