PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

POSTING NO: 162002-26

OPENING DATE: 10/05/2026
CLOSING DATE: UNTIL FILLED
POSTED: IN/OUT

POSITION: **Solid Waste Driver**
PAY GRADE: NE6 ($23.41/hr. - $36.47/hr.)
FLSA STATUS: Non-Exempt
DEPARTMENT: **Solid Waste**
REPORTS TO: Solid Waste Foreman
JOB PURPOSE: Provides residential and commercial trash and recycle pick-up to the Pueblo of Isleta on a daily basis.

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:

- Operates collections truck and completes daily trash and recycle pick-up routes in assigned route areas in accordance with safety policies and procedures.
- Assesses safe operating conditions, especially if any overhead lines are present including electric power lines, telephone and cable lines; maintains awareness of any possible traffic or other unsafe conditions that may be present.
- Unloads and empties contents of truck in accordance with safety policies and procedures.
- Opens and closes the Transfer Station in accordance with hours established by POI; completes assigned work orders in a timely manner.
- Directs traffic and vehicles to proper disposal or recycling site(s).
- Maintains records on monetary charges, cash received and vehicle weights and issues receipts.
- Maintains equipment; power washes and greases as needed.
- Maintains grounds and sweeps, and cleans outside of building, picks up trash and maintains orderly open spaces.
- Assures that only tribal members use the Transfer Station facility.
- Ensures that all site operations are conducted in a manner that is safe for all employees and the public.
- Answers telephones and responds to public inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.
- Performs roll-off placement and removal.
- Operate a variety of equipment and vehicles including but not limited to; fork lifts, backhoes, front-end loaders, single axel dump truck, gooseneck trailers, dump trailers and a variety of recycling equipment.
- Performs construction demolition tasks including homes and structures.
- Gather and load waste products from job sites onto trucks and trailers; transport to appropriate location.
- Assists with Household Hazardous Waste and E-Waste collection events.
- Assists with local and state outreach events and fairs.
- Assists with community clean up events as well as illegal dump sites.
- Runs mulch equipment and keeps mulching area clean.
- Ensures solid waste is properly separated and categorized.
- Adheres to safe work practices and procedures.
- Assists in final clean up at collection locations as necessary.
- Operates various power tools, air tools and hand tools to complete daily tasks.

- Maintains daily record of vehicles and equipment including operation, maintenance, hours, mileage and fuel consumption.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:
- High School Diploma/GED.
- New Mexico CDL Class B.
- Must obtain First Aid/CPR certification within 6-months of employment.
- Must obtain Transfer Station Operator Certification within one year of employment.
- Must obtain Recycle Operator Certification within one year of employment.
- Must obtain HAZWOPER within 6-months of employment.
- Must obtain Backhoe and Front End Loader Certification within one year of employment.
- 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 applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of Federal, State, and Tribal traffic rules and regulations.
- Skill in using heavy equipment and hand, air and power tools.
- Skill in operating side load refuse trucks on right hand side of roadway.
- Ability to use HOTSOS software for daily work orders.
- 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 work independently and meet strict time lines.
- 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.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to establish and maintain professional relationships with the public and co-workers.
- Ability to make solid decisions and exercise independent judgment.

PHYSICAL DEMANDS:
- Talk, hear, stoop, bend; kneeling, climbing; use hands to handle objects, equipment, controls and reach with arms and hands; carry equipment and supplies.
- Must pass and maintain New Mexico CDL health card.
- Must maintain physical condition, considerable physical activity; heavy physical work; heavy moving, lifting, pushing, or pulling of objects is a primary part of the job.
- Use of both hands to operate collections truck and equipment controls, hand and power tools.
- Position requires ability to lift 100 lbs.

WORK ENVIRONMENT:
- Work is performed in an outdoor environment or vehicle in extreme weather conditions.
- Noise level is usually high.
- Required to work in confined spaces.
- Required to work at construction sites.
- Exposure to fumes, chemicals and other noxious odors, vehicle exhaust, jolting, shaking, vibrations 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 in and outside the Pueblo area is required and working in sensitive and/or hazardous areas is common.
- Evening, weekend, and/or holiday work will be required.

PREFERENCE:

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