

PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2018-15

OPEN TO IN-HOUSE AND EXTERNAL APPLICANTS

POSITION:	Lube Technician
OPENING DATE:	February 19, 2018
CLOSING DATE:	Open Until Filled
DEPARTMENT:	Public Works/Roads & Range Program
SALARY RANGE:	NE-8; 25,334 – 38,002

Position Summary:

Under direct supervision of the Roads & Range Manager, ensures safe operation of the Pueblo's heavy equipment machinery by performing inspection and diagnostics, service, preventative maintenance and minor repair. Consistently applies the Pueblo's Core Values in support of Workforce Excellence. Maintains confidentiality of all privileged information.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Performs on site or field preventive maintenance including engine oil/filters change, lubrication, and inspection, replacement and/or repair of items generally included in preventive maintenance.
- Performs on site tire inspection, minor repair and maintenance. Submits service requests to the Pueblo Garage for removal, installation, flat repair, balancing, and rotation.
- Monitors equipment operating hours and schedules in-house maintenance service. Processes work orders and enters data as required.
- Performs field inspection on mechanical and electrical parts; reports damages or required repairs to the Tribal Garage.
- Delivers diesel fuel to heavy equipment at job sites. Documents and records fuel dispensed.
- Documents inspections, maintenance activities, work hours, and parts costs in an electronic database.
- Develops equipment parts inventory order list; arranges for delivery of supplies, materials, and parts.
- Assists operators with transport of equipment to job sites; assists with traffic control when required.
- Observes safety rules; maintains a safe and clean work area in compliance with applicable safety guidelines.
- Maintains and enhances technical knowledge by attending relevant training and workshops.
- Is subject to call back, on call, evening, and weekend work.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as required.

Minimum Qualifications:

- Two years of work experience in automotive or heavy equipment maintenance/repair required.
- Completion of an automotive/heavy equipment repair curriculum preferred.
- A combination of relevant education and directly related experience may be considered.
- Fluency in the Laguna language preferred.

Background Investigation Requirements:

The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government operation is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The Lube Technician is designated as a Low Risk Public Trust (LRT) position.

Type of Background Check	Required
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	
Fingerprint Verification	
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other	

Knowledge, Skills, Abilities, and Certifications:

- Knowledge of principles, materials, methods, practices, and equipment used in heavy equipment maintenance and repair.
- Knowledge of occupational hazards, safe working practices and safety precautions in accordance with applicable laws and regulations regarding workplace safety.
- Knowledge of heavy equipment hydraulics and skill in safe operation.
- Knowledge of gas and diesel fuels dispensing and associated safety practices.
- Knowledge of traffic safety, traffic control and required personal protective equipment.
- Ability to communicate effectively, both verbally and in writing.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to understand and follow oral and written instruction.
- Ability to electronically prepare and maintain work orders and daily reports.
- Ability and skill in the use of hand tools and operate light equipment.
- Ability to safely operate a fuel and hydraulic tandem truck on various road conditions.
- Ability to prepare and operate fuel and hydraulic pumping systems on a tandem truck.
- Ability to prioritize and accomplish tasks within strict deadlines.
- Skill in operating diagnostic equipment and in use of tools for minor repair of heavy equipment.
- Skill in use of small tools and light equipment performing maintenance tasks.
- Skill in computer use, including Word, Excel, Outlook, and software unique to program.

Application Instructions:

- Go to www.lagunapueblo-nsn.gov and click on Employment Opportunities for application instructions and application form. ***Read instructions prior to completing application form; incomplete applications will not be considered.*** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
 1. E-mail to POEmployment@lagunapueblo-nsn.gov;
 2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
 3. Deliver to the Human Resources Office, 22 Capital Drive; Laguna, NM
 4. Fax to (505) 552-9675
- For more information, contact Johanna Wade, at (505) 552-5785 or by e-mail at the above address.