

PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2017-20

OPEN TO IN-HOUSE AND EXTERNAL APPLICANTS ONLY

POSITION:	MAINTENANCE HELPER
OPENING DATE:	March 20, 2017
CLOSING DATE:	Open Until Filled
DEPARTMENT:	Public Works / General Maintenance
SALARY RANGE:	NE – 5; \$20,384 – \$30,576

Position Summary:

Under the direct supervision of the General Maintenance Manager, performs basic preventive maintenance: minor electrical repairs, minor HVAC repairs, minor plumbing repairs, and renovation on pueblo buildings and homes, and grounds maintenance. Consistently applies the Pueblo's Core Values to support Workforce Excellence.

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

Essential Duties & Responsibilities:

- Assists in rebuilding walls, floors, and roofs.
- Installs and repairs doors, locks, windows, frames, floor tiles, and other fixtures.
- Refinishes minor concrete work on floors, walkways, and other projects.
- Mixes prepared paints and paints a variety of exterior and interior surfaces; cleans up at completion of project.
- Removes and replaces bathroom fixtures; performs small patch plaster jobs; moves furniture; assembles/repairs/mends office furniture.
- Assists Maintenance Technician in minor maintenance and installation of heating and cooling systems and electrical systems.
- Assists Plumbers in minor maintenance and installation of plumbing fixtures.
- Makes signs and burial crosses.
- Sets up auditorium for meetings and other events.
- Conducts other routine maintenance as assigned.
- Completes general landscaping and grounds clean-up of equipment and shop.
- Inspects machinery and mechanical equipment for defects; performs minor repairs and maintenance on equipment. Refers major repairs to Program Manager.
- Plans and develops a material list of supplies needed for each work order, task, or project.
- Helps maintain service, repair, and materials data in electronic database using work order process.
- Maintains repair and service schedules.
- Observes safety rules, wears safety equipment, and maintains a safe work environment.
- Is on call/responds to emergencies on a rotational 24-hour schedule; follows Standard Operating Procedures.
- Attends training classes and seminars on safety, first aid, equipment/machinery operation, and job related topics to build capacity and enhance job knowledge.
- Contributes to a team effort and accomplishes relates results; exhibits self-responsibility and takes a proactive/positive approach to duties and responsibilities.
- Required to be on call/call back status on a rotational basis.
- Performs other duties as required.

Minimum Qualifications:

High School Diploma or GED required. One year of experience in general construction, carpentry, painting, or related labor required. Training certificate in one building trade preferred. A combination of relevant education and related work experience may be considered. Fluency in the Laguna language preferred.

Background Investigation Requirements:

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	X
Fingerprint Verification	
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other	

Knowledge, Skills, Abilities, and Certifications:

- Knowledge of the methods, practices, and tools used in preventive maintenance and repair work.
- Knowledge of occupational hazards and applicable safety practices.
- Knowledge of carpentry, electrical, HVAC, and plumbing work.
- Ability to communicate effectively in the English language, both verbally and in writing. Fluency in the Laguna language preferred.
- Knowledge of proper spelling, grammar, and math skills sufficient to carry out duties.
- Knowledge of and skill in use of Word and Excel to adequately complete reports; to prepare work orders and maintain/update work order system.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to understand and follow oral/written instruction; to demonstrate self-responsibility and accountability.
- Ability to use hand tools, electrical tools, and lawn maintenance equipment.
- Ability to prioritize and accomplish tasks within strict deadlines.
- Ability and willingness to learn theory and principles, and to become proficient or certified in a variety of building trades.
- Skill in the safe operation of power tools and shop equipment.
- Skill in diagnosing and repair of equipment used in performance of duties.
- Skill in minor carpentry, painting, plastering, sign making, concrete pouring, and other building trades related work.

Physical Demands:

While performing the duties of this job, the employee frequently is required to stand; walk; use hands and fingers to handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee regularly is required to climb or balance; and talk or hear. The employee occasionally is required to sit; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds using appropriate safety measures.

Work Environment:

Work is performed both indoors and outdoors. Exposure to natural weather conditions, various dusts and mists may occur. Standing and walking may be on uneven surfaces or unstable ground. Situations are common where safety-toe shoes, safety goggles, gloves, protective face shields, or hardhats are required. Evening, weekend, and/or holiday work occasionally required as part of rotational 24-hour on-call schedule. Travel may be required for training, meetings, and other events.

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 (MST) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MST) on the closing date.
- Application packets may be submitted by one of the following methods:
 1. E-mail to POLemployment@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.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES