

PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2024-57

OPEN TO IN-HOUSE & EXTERNAL APPLICANTS

POSITION: Maintenance Helper
OPENING DATE: August 19, 2024
CLOSING DATE: Open Until Filled
DEPARTMENT: Public Works / General Maintenance
SALARY RANGE: NE5; \$21,594 – \$32,392

Position Summary:

Under the general supervision of the Lead Maintenance Technician and 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.
- Responds to emergencies on a rotational 24-hour on-call schedule, following Standard Operating Procedures.
- Is on call/call back status; 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.
- Assists, as directed the Pueblo's Emergency Management Program in its response to public emergency incidents.
- Contributes to a team effort and accomplishes related results; exhibits self-responsibility and takes a proactive/positive approach to duties and responsibilities.
- 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. FEMA/ICS 100 and 200 Certifications preferred; must obtain within six (6) months of hire. A combination of relevant education and related work 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 Maintenance Technician is designated as a Lower Risk Public Trust (LRPT) 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	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.
- Basic knowledge of carpentry, electrical, HVAC, and plumbing work.
- Ability to communicate effectively, both verbally and in writing.
- Knowledge of proper spelling, grammar, and math skills sufficient to carry out duties.
- Knowledge of basic FEMA policies, regulations, and processes regarding emergency incident response and management.
- 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 repairing equipment used in performance of duties.
- Skill in minor carpentry, painting, plastering, sign making, concrete pouring, and other building trades related work.
- Skill in computer use, sufficient to carry out essential duties, including Word, Excel, 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 polemployment@pol-nsn.gov;
 2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
 3. Deliver to the Human Resources Office, 23 Rio San Jose Rd; Laguna, NM 87026
 4. Fax to (505) 552-9675

For more information, contact Shondiin Lewis, at (505) 552-5785 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES