

**PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2024-94**

OPEN TO IN-HOUSE & EXTERNAL APPLICANTS

POSITION: Maintenance Technician
OPENING DATE: November 6, 2024
CLOSING DATE: Open Until Filled
DEPARTMENT: Public Works / General Maintenance Program
SALARY RANGE: NE8; \$26,827 - \$40,240

Position Summary:

Under direct supervision of the General Maintenance Manager, performs preventive maintenance, repairs and renovation for tribal buildings/grounds, and Pueblo homes. Provides direction and guidance to Maintenance Helpers. 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:

- Repairs and renovates buildings systems, including walls, floors, ceiling, roofs, flooring, concrete work, etc.
- Installs and repairs doors, locks, windows, closure devices, and other fixtures.
- Prepares surfaces and paints various interiors and exteriors surfaces. Provides post painting activity cleanup and other required duties.
- Moves, assembles, and repairs office furniture.
- Performs wall, ceiling, or other plaster repair jobs.
- Provides minor electrical services to Pueblo homes: install light fixtures, switches, outlets, and ceiling fans. Troubleshoots minor problems.
- Provides limited furnace and HVAC services to Pueblo homes: test furnace electrical components; generates parts material list for homeowner purchase; install parts for repair.
- Constructs signs and burial crosses.
- Performs routine checks and evaluation on heating/cooling and electrical systems. Troubleshoots and/or repairs as required.
- Responds to emergencies on a rotational 24-hour on-call schedule, following Standard Operating Procedures.
- Inspects machinery and mechanical equipment for defects; performs minor repairs and maintenance on equipment. Refers major repairs to Program Manager.
- Assists the Manager (or Lead Maintenance Technician) in scheduling work and determining needs for equipment and supplies.
- Plans and develops a material list for each work order, task, or project. Purchases required supplies as directed by the Manager.
- Completes daily data entry for work orders and produces reports as required.
- Maintains records for labor, materials and other resources used to complete work orders.
- Reports work progress and unusual situations or project issues to the Manager; offers suggestions for resolution to issues; carries out agreed upon decisions.
- Provides input to Maintenance Helper performance reviews and to training/development plans.
- Complies with appropriate safety practices and procedures including use of safety equipment and maintenance of safe working environment.
- Maintains and enhances technical knowledge and builds capacity by attending relevant training and workshops.
- 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 proactive/positive approach to duties and responsibilities.
- Performs other duties as required.

Minimum Qualifications:

High School Diploma or GED required. Five (5) years of work experience in general construction, maintenance, or related work required. A combination of trade school education (carpentry, electrical, plumbing, HVAC) and directly related work experience may be considered. FEMA/ICS 100 and 200 Certifications preferred; must obtain within six (6) months of hire. 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, Abilities, and Skills:

- Knowledge of the methods and practices used in preventive maintenance and repair work; of occupational hazards and safety practices.
- Knowledge, skill, and practical experience in basic diagnostic procedures and repair of heating, ventilation, and air-conditioning units and systems.
- Knowledge of electrical systems and skills to conduct system checks, trouble shoot and perform minor repairs.
- Knowledge of proper spelling, grammar, and math skills sufficient to carry out essential duties.
- Knowledge of basic FEMA policies, regulations, and processes regarding emergency incident response and management.
- 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; to meet customer service goals and performance expectations.
- Ability to understand and follow oral and written instruction.
- Ability to prepare and maintain program work orders.
- Ability to safely use hand tools, measuring instruments and gauges, and operate equipment used in performance of duties.
- Ability to prioritize and accomplish tasks within established deadlines.
- Ability and willingness to learn theory and principles of related topics in Operation and Maintenance of buildings, equipment, and other relevant areas to become certified or proficient in a variety of building trades.
- Ability to prepare and maintain written records and reports.
- Skills in basic carpentry, painting, concrete work, and building maintenance.
- Skill in basic computer use, 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.

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- 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