



Vacancy Announcement

Support Services – Facilities

Pueblo of Acoma Human Resources Department P.O. Box 348, Acoma, NM 87034 ▪ 505-552-6728 ▪ www.puebloofacoma.org

JOB TITLE: Maintenance Technician (Full-Time w/Benefits) PAY RATE: \$11.56/hr

OPENING DATE: August 17, 2021

CLOSING DATE: Open Until Filled

POSITION PURPOSE

Under general supervision of the Lead Maintenance Technician, performs basic preventive maintenance, repair, and renovation on pueblo buildings, and grounds utilizing skills in carpentry, painting, plastering, cabinet making, sign making, and concrete pouring.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

1. Assist in performing preventative maintenance and routine corrective maintenance as assigned.
2. Perform minor plumbing repairs as assigned.
3. Minor maintenance on HVAC units and temperature controls.
4. Maintain grounds by removal of trash & debris, cutting weeds, and weed chemical spraying.
5. Perform all paint preparation and application to interior and exterior surfaces.
6. Make basic drywall repairs and window blind installation.
7. Assist with electrical, carpentry, roofing, and other tasks as assigned.
8. Install and repair doors, locks, windows, frames, floor tiles, and other fixtures.
9. Refinish concrete work on floors, walkways, and other projects.
10. Remove and replace bathroom fixtures and enclosures.
11. Move office furniture.
12. Perform maintenance and installs gas and electrical units and systems.
13. Conduct other routine maintenance as assigned.
14. Complete general landscaping and grounds clean-up of equipment and shop.
15. Complete work orders as assigned including data entry on work orders.
16. Observe safety rules and maintain a safe work environment.
17. Attend training classes and seminars on safety, first aid, equipment/machinery operation, and related topics to maintain and enhance job knowledge.
18. Contribute to a team effort and accomplishes related results as required.
19. Perform other duties as required.

MINIMUM QUALIFICATIONS

Experience:

- Work experience in a closely related field including, but not limited to, handyman, electrical, plumbing, drywall and carpentry

AND

Education:

- High School Diploma or GED

PREFERRED QUALIFICATIONS

- Keres speaking
- Certification in one or more building/construction trades preferred.

MANDATORY KNOWLEDGE, SKILLS, AND ABILITIES

- A record of satisfactory performance in all prior employment as evidenced by positive employment references from previous employers
- Ability to perform other duties as assigned
- Knowledge of traditional form of government and pueblo customs and traditions
- Knowledge of the functions and structure of the Pueblo of Acoma
- Knowledge of preventative and repair maintenance procedures and practices
- Knowledge of housing maintenance and repair procedures and practices
- Knowledge of current OSHA rules and regulations; knowledge of current building and safety codes
- Knowledge of general grounds keeping methods and practices, including equipment use and maintenance
- Knowledge and experience in all of the trades including, but not limited to, carpentry, plumbing, electrical, painting, tiling, locksmithing, etc.
- Knowledge of occupational hazards and applicable safety practices
- Knowledge of use of maintenance tools, chemicals, cleaners, and disinfectants
- Knowledge of the methods and practices used in preventive maintenance and repair work
- Skill completing work orders and task as assigned
- Skill completing basic maintenance repair and installation
- Skill in safe operation of power tools and shop equipment
- Skill in diagnosing and repair of equipment utilized.
- Skill in using a computer and/or handheld device for daily tasks.
- Ability to work in all weather conditions
- Ability to respond to "24/7" emergency repair requests within 30 minutes
- Ability to follow oral or written instructions
- Ability to adhere to maintenance work orders and vacancy turn deadlines and track work completion
- Ability to safely operate vehicles with trailers, forklift, skid steer, trencher or other compact construction equipment
- Ability to walk, climb, lift, stand, bend, stoop, perform repetitive movements, and carry objects, including but not limited to electrical tools, materials and equipment, weighing 50 - 90 pounds and to otherwise physically perform and complete assigned tasks as directed by supervisor
- Ability to communicate effectively in the English language, both verbally and in writing
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels
- Ability to understand and follow oral and written instruction
- Ability to prepare and maintain work orders
- 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 certified in a variety of building trades.
- Ability to demonstrate excellence in everything, and continually seek improvement in results.
- Ability to obtain CPR and First Aid certification within three (3) months of hire.

INDIAN PREFERENCE

The Pueblo of Acoma has implemented an Indian Preference Policy. It is the policy of the Pueblo of Acoma to give preference to any qualified person who is an enrolled member of a federally recognized Tribe.

The application of Indian Preference is not automatic. Applicants requesting consideration for Indian Preference must provide valid Tribal enrollment documents certifying his/her Indian blood quantum.

Aside from employment preference as provided in this section, the Pueblo of Acoma shall not discriminate because of race, creed, age, sex, color, national origin, religion, sexual orientation, marital status, medical disability or political affiliation.

OTHER

Confidentiality: All employees must uphold all principles of confidentiality to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination. An employee will be asked to sign a confidentiality statement upon hire.

Background investigation: This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.

Health Requirement: None

Driver Check: All applicants must possess a current valid Driver's License and must be insurable through Tribal Automotive Insurance Carrier to qualify for position.

Drug screening: All applicants must successfully pass a pre-employment drug screening prior to beginning employment and may be subject to random drug testing.

To apply, applications are available in the Acoma Human Resource (HR) Office or on-line at www.puebloofacoma.org. All applications must be submitted to the Acoma HR Office for consideration by the closing date of the announcement. All applicants will be given consideration; however, not all applicants will necessarily be contacted or interviewed.

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Pueblo of Acoma is a Drug Free Workplace.