



**PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2022-021
HEALTH & HUMAN SERVICES
FACILITIES
GENERAL LABORER**

Position Title:	General Laborer	Pay Level:	\$15.00
Position Open Date:	12/16/2022 – Until Filled	Department:	Facilities
Position Status:	Full-Time	Classification:	Non-Exempt
Supervisor:	Facilities Supervisor	Location:	Health & Human Services

POSITION SUMMARY:

Performs a variety of tasks including custodial, grounds keeper, mail, and courier and assists other staff.

This job description indicates, in general, the nature and levels of work, knowledge, skills, and other essential functions expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION & EXPERIENCE:

High School Diploma or General Equivalency Diploma (GED).

REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:

New Mexico Driver's License
Background Investigation
CPR & First Aid certification within four (4) months of date of employment.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Strength and mobility to work in a typical maintenance setting, including operating hand and power tools; stamina to perform sustained physical labor, including standing, walking, climbing and working in confined or awkward spaces;

strength to lift and maneuver materials and equipment weighing up to 50 pounds with proper equipment; vision to read printed materials; and hearing and speech to communicate in person or over a radio or telephone. Work is subject to performance under adverse environmental conditions and exposure to chemicals, biohazards and electrical currents.

ESSENTIAL FUNCTIONS:

- Transports supplies, documents and laboratory samples to medical and dental facilities; picks up supplies and food for other programs; maintains established schedule of transport services
- Sets up meeting rooms and rearranges furniture; assists in moving furniture
- Cleans and prepares sites; sweeps, mops, scrubs, and polishes floor; sweeps, vacuums and spot cleans carpeted areas
- Loads and unloads trucks and hauls and hoists materials
- Assists with patient/passenger transportation as requested
- Sorts, and posts mail and takes to Post Office; picks up mail and distributes to mail boxes
- Delivers packages to JHHS programs
- Performs grounds and facilities maintenance duties
- Monitors shredding bins and notifies vendor when pickup services are required
- Monitors and fills water
- Maintains equipment, materials and supplies in proper condition
- Assists maintenance and housekeeping staff as requested
- Maintains a variety of records; makes periodic and special reports of work performed
- Contributes to the overall quality of the unit's service provision and work teams and by reviewing, recommending and implementing improved policies and procedures
- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public

REQUIRED KNOWLEDGE AND SKILLS:

- Laws, rules and regulations for operating a motor vehicle in the state of New Mexico
- Streets and roads located within the assigned operating area
- Proper cleaning methods and the safe usage of cleaning materials, disinfectants, custodial tools and equipment
- Use and minor maintenance of hand and power tools and equipment used in custodial work
- Record keeping principles and practices
- Safety principles, practices and equipment related to the work
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone
- Driving a vehicle skillfully and safely
- Working without close supervision in standard work situations
- Safely using and maintaining hand and power tools related to the work
- Reading and interpreting standard plans, maps and instructions
- Understanding and following oral and written directions
- Preparing basic records and reports of work performed
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities

To apply for the position posted, please apply as follows;

Send;

Pueblo of Jemez Job Application

Pueblo of Jemez – Human Resources Department
PO BOX 100 Jemez Pueblo, New Mexico 87024
Phone: (575) 834-6333
Fax: (575) 834-0604
E-mail: humanresources@jemezpueblo.org

Cover Letter
Professional Resume

To;

humanresources@jemezpueblo.org

Or;

Pueblo of Jemez – Attention Human Resources Department

PO BOX 100

Jemez Pueblo, New Mexico 87024

Or;

Visit the Pueblo of Jemez Website – Careers

www.JemezPueblo.org